



Short Plat Application

CITY OF PUYALLUP

Development Services
333 S. Meridian
Puyallup, WA 98371
Phone: 253-864-4165
Fax: 253-840-6678
www.cityofpuyallup.org

Submittal Checklist:

- Application is signed and dated
- 8 Copies of completed application form
- 8 Copies of completed survey by a registered land surveyor **FOLDED TO APPROX. 8 1/2" X 11"**
- 3 copies of Title Report / Plat Certificate no older than 2 weeks at the time of submittal
- Critical Area ID Form
- 2 copies of stormwater Report (see section (2)(n)(i), page 3 below)
- 2 Copies of major issues discussed during Pre-App
- Application Fee: **\$690.00**

Please see page 3 for detail information of submittal requirements

Approx. Time Frame:
6-8 weeks

Rev: 09/17

Office Use Only:

Submittal Date: ____/____/____ Case No: ____ - ____ - ____ Related Case No: ____ - ____ - ____

When preparing this application, please print or type the reply to each question. If you have any questions, please contact the Development Services Center at (253)864-4165. The following plans, specifications and other documents pertaining to the application shall be submitted at the time of filing. Please note that incomplete application packets may cause a delay in reviewing your application.

To help you understand City standards and the Short Plat process, a pre-application meeting is strongly encouraged. This pre-application meeting can be scheduled within a short period of time (e.g. 1 week) and is free of charge. This meeting could consist of staff representatives from planning, engineering and building divisions, as warranted.

Application Information

Site Information:

Parcel Number:

Street Address:

Applicant Information:

Name:

Street Address:

City:

State:

Zip:

Phone:

E-mail

Fax:

Owner Information

Name

Street Address

City:

State:

Zip:

Phone:

E-mail:

Fax:

Nature of Request: (please be specific: # of lots, size of lots etc.)

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Surveyor Information:

Name:		
Agency Name:		
Street Address:		
City:	State:	Zip:
Phone:		E-mail:
Fax:		
State of Washington Professional Land Surveyor Registration No.:		
Name of Registered:		Expiration Date:
Contact Surveyor: <input checked="" type="radio"/> Yes or <input type="radio"/> No		

Site Information:

Parcel Number _____ **Parcel Size in Acres / Square Feet** _____
Proposed Number of Lots: _____
Zoning Designation: _____ **Comprehensive Plan Designation:** _____

Total Area of Each Lot:

Lot One (1) _____ Without Panhandle: _____
Lot Width: _____ **Lot Length:** _____

Lot One (2) _____ Without Panhandle: _____
Lot Width: _____ **Lot Length:** _____

Lot One (3) _____ Without Panhandle: _____
Lot Width: _____ **Lot Length:** _____

Lot One (4) _____ Without Panhandle: _____
Lot Width: _____ **Lot Length:** _____

Adjacent Zoning:

North: _____ South: _____

East: _____ West: _____

Flood Plain Information (if applicable):

Classification: _____ Square footage of lots in Flood Plain: _____

Shoreline Area (if applicable)

Classification: Conservancy Rural Urban

Proposed Land Use:

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Existing Structures:

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REQUIREMENTS FOR SUBMITTAL OF A SHORT PLAT APPLICATION

(1) Completed Application Form. Application shall be made on forms provided by the community development department, and completed by the applicant or authorized agent;

(2) Complete Survey of the Plat. A complete survey is required to be compiled on an 18-inch by 24-inch mylar sheet containing the following information:

- (a) The names and address of the owners of said tract;
- (b) The legal description of all affected tracts and legal descriptions for all the proposed lots;
- (c) County assessor parcel numbers for all affected tracts;
- (d) North arrow, scale and date of the drawing. The scale shall be one inch equals 50 feet for sites two acres in size or less, and one inch equals 100 feet for sites greater than two acres in size;
- (e) Vicinity map, containing the outline of the affected tract(s), the nearest public streets to the north, south, east and west, and the quarter/quarter section in which the site is located;
- (f) Boundary lines of the tract(s) to be subdivided, and corresponding bearings and dimensions;
- (g) Existing and proposed lot lines. The existing lot lines shall be shown using a heavy dashed line, and the proposed lot lines shown using a heavy solid line;
- (h) Square footage of all proposed lots and tracts;
- (i) Location, material and size of all monuments. Monuments shall meet the specifications of the public works director or designee;
- (j) Registered land surveyor certification that the drawing is a true and correct representation of the land surveyed, and that all monumentation location, size and materials are correctly shown;
- (k) Lot size and numbering. The square feet in each lot shall be shown, and all lots shall be numbered consecutively from one to the total number of lots. All tracts shall be assigned a consecutive letter designation beginning with the letter A;
- (l) Accurate location and dimensions of all existing structures, septic systems and utility services, and the distance between structures, improvements and utilities to the adjoining proposed lot lines;
- (m) Topography showing existing and proposed contours at five-foot (5) contour intervals except for any portion of the site containing slopes of 15 percent or greater which shall be shown at two-foot (2) contour intervals. The contour intervals shall extend at least 100 feet beyond the boundaries of the site;
- (n) Proposed utility services shall be noted upon the face of the drawing and/or shown upon the plat layout in such a manner that clearly indicates the distribution and connection points for each utility system;
 - i. Proposed preliminary Stormwater plans and report per the Department of Ecology's 2014 update to the 2012 Western Washington Stormwater Manual, or the most recently adopted WA State Stormwater manual, as adopted by the city;

- (o) The layout, names, location, purpose, width and other dimensions of proposed streets, alleys, easements, parks and other open space, property reservations, lot lines, yard requirements and utilities;
- (p) Boundaries and associated buffers, development envelopes, or other information for any critical areas as defined or required by Chapter 21.06 PMC;
- (q) Notarized acknowledgments and signatures of the property owner(s);

(3) Plat Certificate. A plat certificate confirming ownership and any easements or other encumbrances of record affecting the subject parcel. The plat certificate shall be no older than two weeks old at the time of submittal.

(4) Other Information. Additional information may be determined to be needed due to site conditions, setting or the proposed improvements, in order for the city to review and approve the proposed development. Other required information may include but not be limited to Critical Area ID Form, flood hazard assessments, traffic impact assessments, preliminary engineering designs, etc.

5) Major Issues Discussed During Pre-Application Meeting:

The processing of this application may require additional supporting evidence, data or statements; e.g.: critical area assessments, traffic assessments, noise assessments etc.

CERTIFICATION:

I hereby state that I am the owner or authorized agent listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements.

RIGHT OF ENTRY: By signing this application the applicant grants unto the City and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

Signature of Owner: _____ Date: _____

Print Name: _____

Signature of Agent: _____ Date: _____

Print Name: _____