

**APPLICATION FOR A LONG PLAT  
(Pursuant to ZMC Chapter 17)  
CITY OF ZILLAH, WASHINGTON**

**FILE NUMBER:** \_\_\_\_\_

**1) FEES:**

**Date paid:** \_\_\_\_\_

**Long Plat Fee: \$975.00 plus Staff, Consultant & Professional Fee's if over the initial fee.**  
**Final Review Fee: \$300.00 plus Staff, Consultant & Professional Fee's if over the initial fee.**  
**Plat Amendment Fee: \$400.00 plus Staff, Consultant & Professional Fee's if over the initial fee.**  
**Plat Variance Fee: \$350.00 plus Staff, Consultant & Professional Fee's if over the initial fee.**

**Is a SEPA Checklist required?**  Yes  No

**(If required) SEPA Checklist Fee: \$150 plus Staff, Consultant & Professional Fee's if over the initial fee.**

**Staff, Consultant and Professional Fees.** Application and processing fees for land use matters are subject to additional costs incurred by City in excess of filing fee related to staff, consultant and professional time and charges related to the review and processing of the land use or permit application. Such charges shall be calculated as follows:

**(a) Staff Review and Charges.** The fee schedule contemplates routine time requirements for staff review and processing of a land use or permit application. Some applications will require additional staff time and cost. If, in the opinion of the City Clerk, a particular application will require staff time in excess of what the fee anticipates, the City may require payment for staff time at the specified rate.

**(b) Consultant and Professional Review.** In the event that a project requires professional services beyond that which is included in the base fee, the applicant shall reimburse the City for the actual cost of said professional services. In addition to the application fee (including staff review charges), any applicant for land use or permit approval shall reimburse the City for costs, including but not limited to, professional engineers, mailing fees, advertisement fees and other consultants and/or professionals contracted or retained by the City to review, evaluate and/or inspect applicant's proposal when the City is unable to do so with existing staff resources. By way of illustration and not limitation, these professional services may include engineering and technical review, legal review, planning review, environmental review, critical areas review, financial and accounting review, soils review, and mechanical and structural engineering review.

**(c) Deposit.** City may require the applicant to deposit an amount determined by City as reasonable estimate for anticipated excess costs and charges related to review and processing of the application. Such estimate may be revised periodically based on the judgment of City staff. Such deposit shall be made as a condition to further processing of the land use or permit application.

**2) OWNER INFORMATION:**

Owner Name:	Mailing Address:
Property Address, if any:	Phone # 1 <span style="float: right;">Phone #2</span>

**3) LONG PLAT INFORMATION:**

Name of Long Plat:			
Section	Township	Range	¼
Zoning:	Acres:	Total No. of lots:	
Assessor Parcel Number(s):			
How close is the closest fire hydrant? Must be measured by vehicular access.			
Will this project require <input type="checkbox"/> water and/or <input type="checkbox"/> sewer main extensions to the new lots?			
Will this project require ROW street cut or curb or sidewalk cuts to provide public services?			
Types of easements needed: <input type="checkbox"/> sewer <input type="checkbox"/> water <input type="checkbox"/> egress/ingress <input type="checkbox"/> other utility			

**4) CONCURRENCY REVIEW:** Does your project require other land use permits (Re-zone, variance, conditional-uses, etc.) for approval for your preliminary plat? If so please identify them in this application. Do you want them processed concurrently? If so please indicate this in this application.

**5) PRE-APPLICATION MEETING:** To help guide this development, address requirements, and assure completeness

of this application a pre-application conference may be scheduled and attended by the applicant with the Planning Department before submitting the application.

**6) PRELIMINARY PLAT CHECKLIST:** All sections required, see second page of this application.

**7) IMPORTANT – Please Read**

The application and any attachments shall specify the issues which the Planning Commission and City Council are being asked to consider. Issues unrelated to the application may not be considered by Planning Commission and City Council. I understand that this pre-application meeting in no way vests the project discussed during the meeting. All provisions of laws and ordinances governing the application will be complied with whether specified herein or not.

**8) DECLARATION:** *I/WE DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I/WE HAVE PROVIDED ON THIS LONG PLAT APPLICATION IS TRUE, CORRECT, AND COMPLETE.*

_____ Signature(s)	_____ Date
_____ Print Name(s)	_____ Phone Number, if different then above
_____ Signature(s)	_____ Date
_____ Print Name(s)	_____ Phone Number, if different then above

Application Received by: _____	Date: _____
Application approved for completeness on: _____	
Notice of Application sent out: _____	Public Hearing date set for: _____
Final Decision date: _____	

**PLATTING PROCEDURES**

<b>Action</b>	<b>Responsibility</b>	<b>Time Frame</b>
Meet with Planning Department to discuss project scope and requirements	Applicant & City	Open
Submit Application & Preliminary Plat Map and SEPA Checklist	Applicant	Open
Determine if Application is Complete	Administrator	28 days
Environmental Review	Administrator	Immediate, Threshold Determination must be made at least 15 days prior to public hearing
Public Notice and Public Hearing	Administrator	14 day minimum public notice prior to next available Planning Commission meeting
Approval or Disapproval on Preliminary Plat	Planning Commission and City Council	Within 120 days of completed application
Prepare improvement maps and make appointment for pre-construction meeting with Public Works	Applicant	Open
Comply with any conditions, make improvements, and submit Final Plat Map and Final Plat application to City for approval	Applicant	2 years
Record Plat and return copy to City	Applicant	30 days

<b>Preliminary Plat Map Contents (ZMC 17)</b>	
1.	Name of Subdivision.
2.	Full Legal Description, both existing and proposed.
3.	Name and addresses of owner(s) whose properties are shown on the map.
4.	Copy of current and full Title Report. <u>No more than 4 months old</u>
5.	A vicinity map extending at least 800 feet from the proposed subdivision and including all roads and street names, subdivisions, and other special features that help identify the neighborhood and area.
6.	Environmental Checklist prepared in accordance with RCW 43.21C & ZMC 17.08
7.	The preliminary plat shall be legibly drawn on Mylar or equivalent median approved by the Administrator which shall contain: <ul style="list-style-type: none"> <li>a. North arrow, Title, scale, Project Name and date of Plat.</li> <li>b. Map size, 18 by 24 inches and to an approved scale.</li> <li>c. Be prepared by a registered Washington State Land Surveyor.</li> <li>d. Be referenced from two (2) monumental sections or quarter section corners or two (2) other suitable permanent control monuments.</li> <li>e. All lot corners determined as a result of the land survey shall be established by the placement of permanent survey monuments.</li> </ul>
8.	The entire lot, tract, parcel, site or division constituting the applicant's "land".
9.	The parcel number or numbers as assigned to applicant's land by the county assessor and the names and recording numbers of any contiguous subdivision.
10.	Lot lines, lot number, proposed lot sizes, and dimensions marking the division of the property of each lot and/or tracts of the Plat.
11.	If phases are desired it shall be noted.
12.	Name, location, and width of existing and future roads, streets, rights-of-way, and existing deeds or easements, including utility easements for all lots.
13.	A brief statement regarding the contemplated sewage disposal, water supply, irrigation system, and drainage improvements.
14.	Approximate location of any existing and future domestic water, irrigation, sanitary sewer, or storm sewer improvements.
15.	Approximate location of all natural features including but not limited to rock outcrops, orchards, wooded areas, floodways, wetlands, and all waterways.
16.	Approximate location of existing and proposed buildings or permanent structures.
17.	An original Mylar and 4 copies of the preliminary plat map.

**PRE-APPLICATION FOR PRELIMINARY LONG PLAT**  
**(Pursuant to ZMC Chapter 17)**  
**CITY OF ZILLAH, WASHINGTON**

1. **APPLICANT:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

2. **NAME OF LONG PLAT:** \_\_\_\_\_

3. **PRELIMINARY LONG PLAT/SKETCH:** (attached)

4. **IMPORTANT – Please Read**

The application and any attachments shall specify the issues which the Planning Commission and City Council are being asked to consider. Issues unrelated to the application may not be considered by Planning Commission and City Council. I understand that this pre-application meeting in no way vests the project discussed during the meeting. All provisions of laws and ordinances governing the application will be complied with whether specified herein or not.

5. **DECLARATION: I/WE DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I/WE HAVE PROVIDED ON THIS LONG PLAT APPLICATION IS TRUE, CORRECT, AND COMPLETE.**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**FOR OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_

Date written determination mailed: \_\_\_\_\_

\*\*\*\*\*

Public Works comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CITY DEPARTMENT COMMENT SHEET**

**Public Works:** Water & Sewer Availability and issues -

Submitted Comments Yes \_\_\_\_\_ No \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

**Building Department:**

Submitted Comments Yes \_\_\_\_\_ No \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

**Police Department:**

Submitted Comments Yes \_\_\_\_\_ No \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

**Fire Department:**

Submitted Comments Yes \_\_\_\_\_ No \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_