

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

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

**1) FEES:**

**Short Plat Fee (2 to 4 lots): \$500.00 plus Staff, Consultant & Professional Fee's if over the initial fee.**

**Short Plat Fee (5 to 9 lots): \$700.00 plus Staff, Consultant & Professional Fee's if over the initial fee.**

**Final Review Fee: \$200.00 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) SHORT PLAT INFORMATION:**

Name of Short 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:** If your project requires that other land use permits (Re-zone, variance, etc.) are obtained for approval for your project do you want them to be processed with this application.

Yes  No

**5) PRE-APPLICATION MEETING:** To help guide this development, address requirements, and assure completeness of this application a meeting may be requested with the Planning Department before submitting the application.

**6) SHORT 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 Official, Hearing Examiner, and City Council are being asked to consider. Issues unrelated to the application may not be considered by Planning Official, Hearing Examiner, and City Council. 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 SHORT PLAT APPLICATION IS TRUE, CORRECT, AND COMPLETE.*

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

Application Received by: _____	Date: _____
Application <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved for Completeness,	Date: _____
Mailing sent out: _____	
Application: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/ conditions <input type="checkbox"/> Disapproved	Date: _____
Public Hearing date set for Hearing Examiner on: _____	

**SHORT PLAT PROCEDURES**

<u><b>ACTION</b></u>	<u><b>Responsibility</b></u>	<u><b>Time Frame</b></u>
Meet with Planning Department to discuss project scope and requirements	Applicant	Open
Submit Application & Preliminary Short Plat Map	Applicant	Open
Determine if Application is Complete	Administrator	28 days
Submit a Mylar of the Short Plat by registered Washington State Land Surveyor.	Applicant	Open
Public Notice of Application (2-9 lots)	Administrator	15 day minimum public notice and comment period
Public Notice of Public Hearing (5 to 9 lots)	Administrator	15 day minimum public notice prior to next available Hearing Examiner meeting
Approval or Disapproval	Planning Official (2-4 Lots)	120 days maximum from completed application date
	Hearing Examiner (5-9 Lots)	10 business days after completed Public Hearing
Comply with any special conditions and submit Final Short Plat Map to Planning Administrator for signature(s)	Applicant	1 year maximum
Record Short Plat and return copy to City	Applicant	30 days after Final Plat approval

**SHORT PLAT CHECKLIST**

<b>I. Preliminary Short Plat Map Contents.</b>	
<ol style="list-style-type: none"> <li>1. The short plat shall be legibly drawn on Mylar or equivalent median approved by the Administrator which shall show:               <ol style="list-style-type: none"> <li>a. North arrow, Title, scale, Project Name and date of Short Plat.</li> <li>b. Map size, 18 by 24 inches and a scale of 1" = 100' unless previously approved by the Administrator.</li> <li>c. Be prepared by a registered Washington State Land Surveyor.</li> <li>d. Be referenced from two (2) monumented section 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> </ol> </li> <li>2. Full Legal Description, both existing and proposed.</li> <li>3. Title Report- no more than 4 months old.</li> <li>4. Name and addresses of owner(s) whose properties are shown on the map.</li> <li>5. The entire lot, tract, parcel, site or division constituting the applicant's "land".</li> <li>6. The parcel number or numbers as assigned to applicant's land by the county assessor and the names or recording numbers of any contiguous subdivision.</li> <li>7. Lot lines, lot number, and dimensions marking the division of the property of each lot and/or tracts of the Short Plat.</li> <li>8. Name, location, and width of existing or future roads, streets, ROW, or existing deeds or easements, including utility easements for all lots.</li> <li>9. Approximate location of existing and proposed buildings or permanent structures.</li> <li>10. 3 copies of the preliminary short plat map and any supplementary material as specified shall be submitted to the Administrator.</li> </ol>	
<b>II. Final Short Plat Map Contents.</b>	
<ol style="list-style-type: none"> <li>1. If any special requirements were conditions of the Short Plat approval the owner(s) of the property will have one year to complete them and show them on the final Mylar if necessary.</li> <li>2. In addition to all of the above Preliminary Short Plat contents the following shall apply:               <ol style="list-style-type: none"> <li>a. The house addresses for each lot of the Short Plat.</li> </ol> </li> </ol>	

b. The acknowledged signatures of all owners and parties having interest in the lands, including easements. c. Signature block for Administrator.	
<b>III. Supplemental Documentation.</b>	
1. If the short plat is located wholly or in part within an identified flood hazard area a statement requiring that all occupied building shall require the following statement be placed on the face of the short plat, "All buildings shall be required to perform and submit Minimum Elevation Certification to the City before permits will be issued."	



**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 \_\_\_\_\_