

# SHORT PLAT APPLICATION



PO Box 371 Stevenson, Washington 98648

Phone: (509)427-5970 Fax: (509)427-8202

**Applicant/Contact:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address (Optional): \_\_\_\_\_

**Property Owner:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If There are Additional Property Owners, Please Attach Additional Pages and Signatures as Necessary

**Property Address (Or Nearest Intersection):** \_\_\_\_\_  
\_\_\_\_\_

**Tax Parcel Number:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Proposed Plat Name:** \_\_\_\_\_ **Proposed Number of Lots:** \_\_\_\_\_

**Proposed Water Supply Source:** \_\_\_\_\_ **Proposed Use of Lots:** \_\_\_\_\_

**Proposed Sewage Disposal Method:** \_\_\_\_\_

**Please Provide Any Additional Information Related to This Proposal:** \_\_\_\_\_  
\_\_\_\_\_

*As the property owners of the real property described in this proposal, our signatures indicate our approval of this proposal, with the understanding that the proposal is subject to review, approval, and/or denial under SMC 16.02.*

*I/we hereby provide written authorization for the City to reasonably access to the subject property to examine the proposal and carry out the administrative duties of the Stevenson Municipal Code.*

Incomplete applications will not be accepted. • Please ensure that all submittals are included

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ personally appeared before me, a Notary Public in and for \_\_\_\_\_ County, Washington.

In witness where of I hereunto set my hand and official seal.

Notary: \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_

For Official Use Only:  
Date Application Received \_\_\_\_\_ • Date Application Complete \_\_\_\_\_



**SUBMIT TO:**  
 City Hall  
 7121 NE Loop Road

# Short Plat

## Submittal Requirements

*A Short Plat Subdivision is the division or redivision of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease, transfer of ownership, or any other reason. All Short Plats shall conform to the criteria set forth in SMC 16.02 and other provisions of the Stevenson Municipal Code.*

*Applications for a Short Plat Subdivision are subject to administrative review, or, in extraordinary cases, review by the Stevenson Planning Commission. Copies of the Application will be delivered to the City Public Works Director, the City Clerk Treasurer, the County Treasurer, the local health official, relevant State or local agencies, the City Planning Commission, and all property owners within 300 feet of the proposal. Within forty-five (45) business days of the City's receipt of a completed application, a decision with written findings will be made to approve, approve with conditions, request modification of, or deny a proposed Short Plat.*

*The following information is required for all Short Plat Subdivision Applications. Applications without the required information will not be accepted. Surveys shall be prepared on standard 18"x24" sheets and drawn to a standard engineering scale (e.g. 1"=10', 1"=20', 1/8"=1', etc.).*

- Application Fee** (Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_)
  - Completed and Signed Short Plat Application**
  - Any Associated Applications**
  - Short Plat Certificate or Subdivision Guarantee**
  - Existing and Proposed Legal Descriptions, Professionally Prepared**
  - Descriptions of Any Existing Restrictive Covenants or Conditions**
  - Four Copies of the Proposed Short Plat, Prepared by a Licensed Surveyor\*, Clearly Showing the Following:**
    - The Name of the Proposed Plat
    - A North Arrow and Scale
    - The Boundary of the Entire Contiguous Parcel, Proposed Lot Lines, Including the Lengths and Bearings of the Parcel and Lot Lines
    - The Number and Size (In Acreage or Square Feet) of Each Lot, and the Acreage of Any Remaining Parcel Larger than Ten (10) Acres
    - The Location and Width of Existing and Proposed Roads, Rights-of-Way and Easements
    - The Location of Any Section and Township Lines, Buildings, Watercourses, Wells, Septic Systems, or Other Important Features (Adjacent Property Owners, Slopes, Etc.)
    - The Legal Description of the Land Contained Within the Short Subdivision
    - The Name and Certification Stamp by the Surveyor Preparing the Short Plat
    - A Certification Block Indicating the Following Information
      - A Signed Statement of Consent by the Owner or Owners
      - A Statement of the Dedication of Any Streets or Other Areas to Any Person, Public or Private, and a Waiver of Claims for Damages Against Any Governmental Authority in Relation to Establishing, Constructing, or Maintaining a Road or Associated Drainage (Where Applicable)
      - The Certification and Signatures of the Short Plat Administrator, Public Works Director, City Clerk-Treasurer, County Treasurer, Health Department Official, and the County Auditor for Filing Purposes
    - A Notice That Land Within the Short Plat Shall Not Be Further Divided for a Period of Five (5) Years Unless a Subdivision Plat is Filed
    - A Notice That Any Private Roads Contained Within the Short Subdivision are Not the Responsibility of the City
    - An Indication of Any Discrepancies (Boundary Hiatus, Overlapping Boundary, Encroachment, Etc.) Revealed During the Survey Process
- \*A professionally prepared survey is not required for short plat applications when all proposed lots are larger than ten (10) acres.