



COMMUNITY DEVELOPMENT DEPARTMENT

PO Box 293, 525 N 3rd Ave, Pasco, WA 99301
P: 509.545.3441 / F: 509.545.3499

**CITY OF PASCO
PRELIMINARY PLAT APPLICATION**

PURPOSE: The purpose of a preliminary plat is to provide the owner(s) of property wishing to divide their property into two or more lots and the City an opportunity to review the overall concept prior to initial development. The intent of the preliminary plat process is to promote orderly and efficient community growth within the requirements of RCW 58.17.035.

Prior to the filing of an application for approval of a preliminary plat, the subdivider or his agent may contact the following public agencies for the purpose of determining any requirements which may have to be incorporated into the preliminary and final plats:

1. Planning Department
2. Engineering Department
3. Fire Department
4. Benton-Franklin Health District
5. Franklin County P.U.D
6. Franklin County Irrigation District

REQUIREMENTS:

1. Title report current within thirty (30) days
2. Application fee (see page 5)
3. Electronic copy of plat (thumb drive or disk)
4. A completed SEPA checklist
5. Ten (10) copies of a professionally-drawn Preliminary Plat map in a paper format of 24 x 36 inches which show:
 - a. General information. The following general information shall appear on each sheet of a preliminary plat:
 - i. Proposed name of the subdivision along with the words "Preliminary Plat." Names shall not be deceptively similar to names of existing subdivisions;
 - ii. Name and address of the applicant/ developer and owner;
 - iii. Name and address of the professional engineer or surveyor who prepared the preliminary plat;
 - iv. Numeric scale, graphic scale, true north point and date of preparation;
 - v. Location of boundary lines in relation to section, quarter-section or quarter-quarter section lines and any adjacent corporate boundaries;
 - vi. A vicinity map sufficient to define the location and boundaries of the proposed subdivision with respect to surrounding property, streets and other major man-made and natural features shall appear on the preliminary plat.

- b. Existing conditions. Information on existing conditions shall appear on preliminary plats as follows:
 - i. Names of adjacent subdivisions;
 - ii. Topography at intervals of five (5) feet unless waived in writing by the City Engineer, also the locations of geography features.
 - iii. Location, width and name of each existing or platted street or other right-of-way, parks and other public open spaces, and permanent buildings, within the proposed subdivision;
 - iv. The location, widths and purposes of any existing easements lying within or adjacent to the proposed subdivision.
 - v. The location of any well within the proposed subdivision or within one hundred (100) feet of the boundaries of the proposed subdivision.
- c. Proposed Development. Preliminary plats shall contain the following information about proposed developments:
 - i. Location and width of proposed streets, alleys, pedestrian ways and easements;
 - ii. Indication of any portion or portions of the preliminary plat for which separate or successive final plats will be filed;
 - iii. Layout, numbers and approximate dimensions of lots and numbers of blocks;
 - iv. Location and size of all proposed parks, playgrounds, church sites, or other special uses of land considered for dedication, or reservation by deed of covenant for special use or for use of all property owners in the subdivision and any conditions of such dedication or reservation;
 - v. Indication of proposed land use;
 - vi. Two copies of proposed street grades may be required by the City Engineer where conditions warrant their being furnished.
 - vii. For proposed subdivisions involving residential land uses, a Table shall be provided on the preliminary plat containing the following information:
 - a. Total area of proposed plat in acres;
 - b. Number of lots and square footage of each lot;
 - c. Minimum lot size;
 - d. Maximum lot size;
 - e. Average lot size;
 - f. Number of lots per phase; and
 - g. Total area of proposed rights-of-way per phase.
 - viii. Preliminary layout of water, storm drainage and sanitary sewer systems.

PUBLIC HEARING: Upon receipt of a fully completed application for preliminary plat approval, a date shall be set for an open record pre-decision hearing before the Planning Commission at the next regular meeting for which adequate notice can be given.

Upon conclusion of the public hearing and deliberations, the Planning Commission shall make and enter into findings from the record and conclusions thereof as to whether or not:

1. Adequate provisions are made for the public health, safety and general welfare and for open spaces, drainage ways, streets, alleys, other public ways, water supplies, sanitary wastes, parks, playgrounds, transit stops, schools and school grounds, sidewalks for safe walking conditions for students and other public needs;
2. The proposed subdivision contributes to the orderly development and land use patterns in the area;
3. The proposed subdivision conforms to the policies, maps and narrative text of the Comprehensive Plan;
4. The proposed subdivision conforms to the general purposes of any applicable policies or plans which have been adopted by the City Council;
5. The proposed subdivision conforms to the general purposes of this Title;
6. The public use and interest will be served by approval of the proposed subdivision.

CITY COUNCIL: Unless a proper and timely appeal is filed or the City Council by majority vote deems further review is necessary, the recommendation of the Planning Commission shall be confirmed by a resolution of the City Council without further review. In the event of an appeal or the City Council deems further review is necessary, it shall conduct a closed record hearing, notice of which shall be given in accordance with Section 26.24.050.



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Master File # _____

Date Submitted: _____

Applicant Info	Owner Info (if different than applicant)
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

Project Address: _____

Project Parcel Number: _____

Current Zoning: _____

Gross square footage of property _____

Number of lots proposed: _____

Source of domestic water: _____

Method of sewage disposal: _____

Development variations (density increase, planned density development, planned unit development, etc.): _____

Description of proposal: _____

Access to proposed plat (existing or proposed): _____

NOTE: Provide a variance report giving a list and mailing address of owners of all property within 300 feet of the applicant's property, as shown by a local title company OR payment of **\$50.00** which shall be utilized by the City to obtain a current list of property owners of all properties within 300 feet of the applicant's property.

Application fee	-	\$700 + \$30 per lot (\$950 max)
Environmental Checklist	-	\$ 75.00
Radius Notification	-	<u>\$ 50.00</u>
		<u>\$ _____</u>

- Preliminary Plat (physical & electronic)
- SEPA checklist
- Fee
- Title Report

Applicant Signature

Date