



**COMMUNITY DEVELOPMENT DEPARTMENT**  
PO Box 293, 525 N 3<sup>rd</sup> Ave, Pasco, WA 99301  
P: 509.545.3441 / F: 509.545.3499

**Fee: \$825**

## **CITY OF PASCO SHORT PLAT APPLICATION**

**PURPOSE:** The purpose of a short plat is to provide an administrative method of land subdivision allowing the creation of nine (9) or fewer lots meeting the zoning and subdivision requirements established in Titles 25 and 26. The intent of the short plat process is to promote orderly and efficient community growth within the requirements of RCW 58.17.035.

### **REQUIREMENTS:**

1. Title report current within thirty (30) days
2. Application fee of **\$825** (\$700 application fee + \$75 SEPA fee + \$50 radius notification fee)
3. Six (6) copies of the Short Plat map showing the entire contiguous tract owned by the applicant subdivider in a paper format of 18 x 24 inches which show:
  - a. The owners of adjacent land and names of any adjacent subdivision;
  - b. A vicinity map;
  - c. Lines marking the boundaries of proposed lots, square footages of the proposed lots and number of each lot;
  - d. Approximate locations of existing roads, cul-de-sacs, alleys and ways or easements for such roads, and rights-of-way within and adjacent to the tract;
  - e. Location, dimensions and usage designations for all proposed and existing easements of record;
  - f. Proposed source of water supply and method of sewage disposal for each lot;
  - g. The legal description and parcel number of the said tract and legal descriptions of all proposed lots;
  - h. The name and address of the owner or owners of the said tract;
  - i. A completed Environmental Checklist (SEPA) form;
  - j. Land Surveyor Certificate;
  - k. Signatures of all recorded property owners agreeing to the division of property;
  - l. A utility easement and improvement statement on the face of the short plat in a manner prescribed by the appropriate utility provider;
  - m. A signature block including the following:
    - i. City Engineer
    - ii. City Planner
    - iii. County Auditor
    - iv. Franklin County Public Utility District or other utility district
    - v. Irrigation District (when applicable)

**PROCESS:** An application for short plat approval shall be approved, approved with conditions, returned to the applicant for modifications or denied within thirty (30) days of its receipt by the City Planner unless the applicant agrees, in writing, to an extension of this period.

Upon receiving a complete application for short plat approval, the City Planner shall transmit a copy of the short plat, together with copies of any accompanying documents as the City Planner deems appropriate, to the following:

1. City departments and affected agencies;
2. All property owners within 300 feet of the proposed short plat

In transmitting the proposed short plat to the parties referenced above, the City Planner shall solicit their comments and recommendations. Any comments received within the 10 day notice period shall be incorporated into the formal findings which will form the basis of the City Planner's decision on the short plat.

If the City Planner determines that the foregoing requirements are met, he/she shall approve the short plat, and shall transmit the approved mylar drawing to the applicant. Once approved the short plat will be returned to the applicant for recording with the County Auditor.

**ZONING INFO:** Short Plat restrictions based on zoning districts:

<b>Zone</b>	<b>Minimum lot size (sq. ft.)</b>	<b>Minimum street frontage (ft.)</b>
RS-20	20,000	90
RS-12	12,000	90
RS-1	10,000	90
R-1	7,200	60*
R-2	6,000	60*
R-3	5,500	60*
R-4	5,000	60*

\* If lot size is 10,000 sq. ft. or more, a minimum frontage of 90 ft. is required



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## **CITY OF PASCO SHORT PLAT APPLICATION**

Master File # \_\_\_\_\_

Date Submitted: \_\_\_\_\_

<b>Applicant Info</b>	<b>Owner Info</b> (if different than applicant)
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

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

Project Parcel Number: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Number of lots proposed: \_\_\_\_\_

Source of domestic water: \_\_\_\_\_

Method of sewage disposal: \_\_\_\_\_

**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.

Fee for Short Plat	-	\$700.00
Environmental Checklist	-	\$ 75.00
Radius Notification	-	<u>\$ 50.00</u>
		<b>\$825.00</b>

Short Plat

Title Report

Fee of \$825

SEPA Checklist

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date