



## **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:
    - 1. Total area of proposed plat in acres;
    - 2. Number of lots and square footage of each lot;
    - 3. Minimum lot size;
    - 4. Maximum lot size;
    - 5. Average lot size;
    - 6. Number of lots per phase; and
    - 7. 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 hearing before the Hearing Examiner.

Upon conclusion of the public hearing, the Hearing Examiner shall approve the preliminary plat with or without conditions or deny the preliminary plat. The Hearing Examiner 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.

**NOTICE OF DECISION:** Following adoption of a resolution approving or denying a preliminary plat, the applicant shall be notified of the Hearing Examiner's action. The notice shall inform the applicant of applicable time limitations for final plat submittal if the preliminary plat was approved. The approved preliminary plat does not constitute an acceptance of the subdivision, but is deemed to be an authorization to proceed with preparation of the final plat.

**ADJUSTMENTS:**

1. *Minor Adjustments.* Minor adjustments may be made and approved by the City Planner. Minor adjustments are those which may affect the precise dimensions of the plat but which do not affect the basic character or arrangement of the lots and streets. The adjustments cannot be inconsistent with the requirements of the preliminary plat approval. The adjustments cannot cause the subdivision to be in violation of this title, the zoning ordinance, any other applicable City land use controls, Chapter 58.17 RCW, or any other applicable state law or regulation.
2. *Major Adjustments.* Major adjustments are those, when determined by the City Planner, that substantially change the basic design, layout, open space or other requirements of the plat. When the City Planner determines a change constitutes a major adjustment, a new application for a preliminary plat is required and shall be processed as a new and separate application.
3. *Time Limitations.* A preliminary plat shall be valid for a five-year period following Hearing Examiner approval of the preliminary plat.

**LARGE DEVELOPMENTS:** In order to discourage premature subdivision and unfeasible improvements of streets, the following procedure is provided for:

1. When a developer or group of developers have in their control an area of land which they wish to plat, but of such a large size that the sale of a majority of the lots in the area would take more than a year, they may cause to be prepared a preliminary plat for the entire area of development;
2. On such preliminary plat, development divisions may be designated;
3. Upon approval of the preliminary plat, the developer may cause to be prepared a final plat for one or more development divisions, provided the order of development allows for the provision of utilities and streets with proper alignment with existing and future utilities and streets;
4. Each development division shall be considered as a final plat and provisions of these regulations shall be complied with for such development division.



**CITY OF PASCO  
PRELIMINARY 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: \_\_\_\_\_

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

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date