



Land Use Application Form

Short Plat

SUBMITTAL ITEMS

- Base Land Use Application;
- Fees: \$180 + \$540 deposit [additional fees required if actual cost of processing exceeds the deposit].

A short plat is a Type II land use decision for the division of a parcel of land into 4 or fewer lots and is subject to the review and approval by the Planning/Building Director. A public hearing is not required for a short plat.

Short plat decisions are supported by written findings and are based on compliance with the criteria listed in the Fircrest Municipal Code Chapter 22.17. After preliminary application approval and engineering approval, a short plat mylar, prepared by a licensed professional surveyor, shall be submitted to the city for approval.

The applicant must provide the following information:

- (1) A map or sketch using a scale of 100 feet to one inch or larger of the entire contiguous tract owned by the applicant which shall show:
 - (A) The owners of adjacent land and the names of any adjacent subdivisions;
 - (B) Lines marking the boundaries of the proposed lots;
 - (C) Approximate locations of existing streets and ways or easements for such streets and ways within and adjacent to the tract;
 - (D) Legal description of the parent tract with alpha or numerical designations for all proposed lots or remainders;
 - (E) Name and address of the owner(s) of the tract;
- (2) A certificate giving full and complete description of the lands divided as they appear on the short plat, including a statement that the short subdivision has been made with free consent and in accordance with the desires of the owner(s). If the short plat includes a dedication, the certificate shall also contain the dedication of all streets and other areas to the public, and individual(s), religious society or societies or to any corporation, public or private, as shown on the short plat, and a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage, and maintenance of the road. The certificate shall be signed and acknowledged before a notary public by all parties having any interest in the lands subdivided;
- (3) For all short plats containing a dedication, a title report confirming that the title of the lands as described and shown on the plat is in the name of the owner signing the certificate. Roads not dedicated to the public must be clearly marked on the face of the plat. Any dedication, donation, or grant as shown on the face of the plat shall be considered for all intents and purposes as a quit claim deed to the donee or donees, grantee or grantees, for his, her or their use for the purpose intended by the donors or grantors as aforesaid; and
- (4) Pertinent survey data compiled as a result of a survey made by or under the supervision of a land surveyor registered in the state and engaged in land surveying.

City of Fircrest Contact Information

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