



**THE CITY OF FIRCREST**

115 RAMSDELL STREET • FIRCREST, WASHINGTON 98466-6999 • (253) 564-8901 • FAX (253) 566-0762

**SHORT PLAT APPLICATION**

**Background Information**

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Fax # \_\_\_\_\_ e-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person (if different from applicant) \_\_\_\_\_ Phone \_\_\_\_\_

Fax # \_\_\_\_\_ e-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property owner (if different from applicant) \_\_\_\_\_ Phone \_\_\_\_\_

Fax # \_\_\_\_\_ e-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Project Engineer/Land Surveyor \_\_\_\_\_ Phone \_\_\_\_\_

Fax # \_\_\_\_\_ e-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Submittal Requirements**

22.17.001 Requirements for a complete application.

- a) Number of copies: five. The number of copies required may be modified by the director.
- b) Application Contents. In addition to the requirements for a completed application as set forth in FMC 22.06.002, an applicant for a short plat shall submit the following:
  - i. 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:
    - (1) The owners of adjacent land and the names of any adjacent subdivisions;
    - (2) Lines marking the boundaries of the proposed lots;
    - (3) Approximate locations of existing streets and ways or easements for such streets and ways within and adjacent to the tract;
    - (4) Legal description of the parent tract with alpha or numerical designations for all proposed lots or remainders;
    - (5) Name and address of the owner(s) of the tract;

- ii. 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;
- iii. 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
- iv. 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.

Prior to submittal of an application for a short plat, an applicant may request a pre-application conference in accordance with FMC 22.06.001. The pre-application conference is intended to enable the applicant and city staff to review a conceptual plan prior to a formal survey being conducted and documentation being submitted for the short plat.

- a) The director shall approve the short subdivision and short plat if it has been determined that:
- b) The application complies with Chapter 22.21 FMC, General Requirements for Subdivision Approval;
- c) Appropriate provisions are made for, but not limited to, the public health, safety and general welfare, for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, power, parks and recreation, playgrounds, schools and school grounds, and for sidewalks and other planning features that assure safe walking conditions for students who walk to and from school; and
- d) The public interest will be served by the subdivision and dedication.

<b>Short Plat Review Criteria</b>
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The director shall not approve a short plat and short subdivision unless written findings are made that each of the criteria listed in FMC 22.17.004 has been satisfied and the city engineer has certified in writing that the short plat, legal descriptions and related documentation comply with the general requirements for subdivision approval set forth in Chapter 22.21 FMC.

If public dedications are required for a short plat, the director's approval of the short plat shall be conditioned on city council acceptance of the required dedications. The short plat and offer of dedication, along with any certificate and related documentation required by the city engineer, shall be forwarded to the city council for acceptance at a public meeting. An approved short plat shall not be filed for record until the applicant has obtained city council acceptance of all public dedications required for approval.

An approved short plat shall not be filed for record until the applicant has constructed or bonded for all improvements required by the director in the final decision on the short plat pursuant to FMC 22.17.004. A certificate of completion of one of the following alternatives shall be accepted by the director prior to recording of the short plat:

- a) All improvements have been installed in accord with the requirements of these regulations and accepted by the city upon the recommendation of the city engineer as certified by the city clerk;
- b) Approved plans are on file with the city engineer for all required utilities and street improvements and a cash or surety bond as provided in Chapter 22.21 FMC has been posted with the city clerk and deposited with the city finance director.

Property in short subdivisions may not be further divided in any manner within a period of five years without the filing of a final plat, except that when the short plat contains less than four parcels nothing in this section shall prevent the owner who filed the short plat from filing an alteration within the five-year period to create up to a total of four lots within the original short plat boundaries.

Short plats shall be approved, disapproved or returned to the applicant within 30 days after the date of filing of a complete application unless the applicant agrees to an extension of time or approval of a higher numbered type of application is required for short plat approval and the optional consolidated permit process is used pursuant to FMC 22.05.002.

Within 15 days of recording the short plat with the Pierce County auditor, the applicant shall provide one reproducible copy (mylar or equivalent) and two paper copies of the recorded short plat and an electronic file in state plane coordinates to the planning/building department.

I/We \_\_\_\_\_, hereby attest that I/We am/are a property owner(s) or officer of a corporation owning property involved in this request and that I have familiarized myself with the rules and regulations of the City of Fircrest, with respect to preparing and filing this application and hereby give consent to this application and that the foregoing statement, answers and information submitted in behalf of this application are in all respects true and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
Name of individual, corporation or company      Signature

\_\_\_\_\_  
Address      City, State, Zip

**For Staff Use Only**

Application filed on \_\_\_\_\_ 20\_\_ By \_\_\_\_\_

	Intake Fee	Deposit
Short Plat	\$180.00	\$540.00 + \$50 per lot

Received by \_\_\_\_\_ Fees paid \_\_\_\_\_ Receipt # \_\_\_\_\_