



CITY OF PASCO

PRELIMINARY PLAT

CHAPTER 26.24

26.24.010 PURPOSE.....	24
26.24.020 PRE-APPLICATION PROCESS.....	24
26.24.030 PRELIMINARY PLAT APPLICATION.....	24
26.24.040 PRELIMINARY PLAT PREPARATION.....	25
26.24.050 PUBLIC HEARING REQUIRED.....	26
26.24.060 PLANNING COMMISSION RECOMMENDATION.....	27
26.24.070 FINDINGS OF FACT.....	27
26.24.080 CITY COUNCIL CONSIDERATION.....	27
26.24.090 NOTICE OF DECISION.....	28
26.24.100 ADJUSTMENTS OF AN APPROVED PRELIMINARY PLAT.....	28
26.24.110 LARGE DEVELOPMENTS.....	28
26.24.120 FEES.....	28

26.24.010 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. (Ord. 3398 Sec. 2, 1999.)

26.24.020 PRE-APPLICATION PROCESS. Prior to the filing of an application for approval of a preliminary plat, the subdivider or his agent are encouraged to 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. (Ord. 3398 Sec. 2, 1999.)

26.24.030 PRELIMINARY PLAT APPLICATION. (1) All applications for preliminary plat approval shall be accompanied by applicable fees and the following:

- (2) A completed SEPA Checklist;
- (3) Ten (10) copies of a preliminary plat proposal in accordance with the provisions of this title; and
- (4) A Certificate of Ownership (title report) and list of property owners, with addresses, of all property owners within (500) five hundred feet of the applicants property as provided and certified by a licensed title company. (Ord. 3398 Sec. 2, 1999.)

26.24.040 PRELIMINARY PLAT PREPARATION. (1) A preliminary plat shall be prepared by a professional engineer or land surveyor licensed by the State of Washington.

The scale of the preliminary plat shall be one hundred (100) feet or less to the inch, except the vicinity sketch may be shown to any other appropriate scale. A preliminary plat shall be 24-inches by 36-inches in size.

- (2) A preliminary plat shall contain and conform to the following:

(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.

(Ord. 3398 Sec. 2, 1999.)

26.24.050 PUBLIC HEARING REQUIRED. (1) Upon receipt of a fully completed application for preliminary plat approval, a date shall be set for a open record pre-decision hearing before the Planning Commission at the next regular meeting for which adequate notice can be given.

(2) Any notice of public hearing required by this section shall include the hour and location of the hearing and a description of the property to be subdivided. The description may be in the form of either a vicinity location sketch or a written description other than a legal description.

(3) At a minimum, a notice of the pre-decision open record hearing to be given in the following manner:

(a) Notice shall be published not less than ten (10) days prior to the hearing in a newspaper of general circulation within Franklin County;

(b) Notice shall be mailed to the owners of real property, as shown by the records of the County Assessor, located within three hundred (300) feet of any portion of the boundary of the proposed subdivision;

(c) Where the proposed subdivision adjoins the municipal boundaries of the City of Pasco notice shall be mailed to the appropriate county officials;

(d) Where the proposed subdivision is located adjacent to the right-of-way of a state highway notice shall be mailed to the Washington State Department of Transportation; and

(e) Where the proposed subdivision is located within two (2) miles of a publicly owned airport, notice shall be mailed to the Washington State Secretary of Transportation. (Ord. 3398 Sec. 2, 1999.)

26.24.060 PLANNING COMMISSION RECOMMENDATION. After a open record pre-decision hearing on a proposed preliminary plat, the Planning Commission shall render a recommendation within fourteen (14) days to the City Council as to whether the proposal based on the findings shall be denied, approved or approved with modifications or conditions. (Ord. 3398 Sec. 2, 1999.)

26.24.070 FINDINGS OF FACT. Upon conclusion of the public hearing, 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. (Ord. 3398 Sec. 2, 1999.)

26.24.080 CITY COUNCIL CONSIDERATION. (1) 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.

(2) In those cases that require further review, the City Council shall at the conclusion of such a closed record hearing make and enter findings of fact following the review criteria of 26.24.070 and take one of the following actions:

(a) Approve the preliminary plat with or without conditions;

- (b) Deny the preliminary plat. (Ord. 3398 Sec. 2, 1999.)

26.24.090 NOTICE OF DECISION. Following adoption of a resolution approving or denying a preliminary plat, the applicant shall be notified of the City Council's action. The notice shall be accompanied by a copy of the adopted resolution and shall also 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. (Ord. 3398 Sec. 2, 1999.)

26.24.100 ADJUSTMENTS OF AN APPROVED PRELIMINARY PLAT.

(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, 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 (5) year period following City Council approval of the preliminary plat. (Ord. 3398 Sec. 2, 1999.)

26.24.110 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. (Ord. 3398 Sec. 2, 1999.)

26.24.120 FEES. At the time of filing an application for a preliminary plat, the subdivider shall pay a fee as identified in 26.52.010.

In addition to the preliminary plat fee, the subdivider shall be responsible for reimbursing the City for costs related to field engineering as identified in 26.52.010. (Ord. 3398 Sec. 2, 1999.)