



CITY OF PASCO

SHORT PLATS CHAPTER 26.36

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

26.36.020 APPLICABILITY. Every proposed short plat or short subdivision of land, for the purpose of sale, lease or transfer of ownership into nine (9) or less parcels or tracts within the City shall be processed in compliance with this chapter. (Ord. 3398 Sec. 2, 1999.)

26.36.040 APPLICATION-SUBMITTAL AND FEE. Any person desiring to divide land into nine (9) lots or less for the purpose of sale, lease or transfer of ownership shall submit an application for short plat approval to the City Planner together with an application fee as specified in 26.52.010. (Ord. 3398 Sec. 2, 1999.)

26.36.050 APPLICATION- PREPARATION. Applications for approval of a short plat shall be accompanied with pertinent survey data compiled as a result of a survey made by or under the supervision of a registered land surveyor. (Ord. 3398 Sec. 2, 1999.)

26.36.060 SHORT PLAT TITLE CERTIFICATE. All short plats shall be accompanied by a title company certification (current within thirty (30) days) confirming that the title of the lands as described and shown in the short subdivision are in the name of the owner(s) signing the short plat. (Ord. 3398 Sec. 2, 1999.)

26.36.070 APPLICATION - CONTENT. Applications for approval of short plats shall contain:

- (1) Six copies of a sketch (at a scale of one (1) inch to one hundred (100) feet) of the entire contiguous tract owned by the applicant subdivider, in a paper format of eighteen (18) inches x twenty-four (24) inches with two inch margins which shall show:
 - (a) The owner's 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 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 shall be shown on the face of the short plat in a manner prescribed by the appropriate utility provider;
- (m) The signature block shall include 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). (Ord. 3398 Sec. 2, 1999.)

26.36.080 ADMINISTRATIVE DUTIES. The City Planner, is vested with the duty of administering the provisions of this chapter.

(1) 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. The City Planner shall not be considered to be in receipt of an application for short plat approval unless and until such time as the application meets the requirements of Section 26.36.040, 26.36.050, 26.36.060 and 26.36.070, as determined by the City Planner. (Ord. 3758 Sec. 1, 2006).

(2) 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:

- (a) City Engineer, who shall review the proposed short plat with regard to its conformance to the general purposes of adopted traffic and utility plans, adequate provisions for storm drainage, streets, alleys, other public ways, parks and playgrounds, schools and school grounds, sidewalks and other planning features that assure safe walking conditions for students, water and sanitary sewer, and conformance to any applicable improvement standards and specifications;
- (b) Fire Chief, who shall review the proposed short plat with regard to adequate provisions for emergency access;
- (c) All property owners within 300 feet of the proposed short plat;
- (d) Any other City department, utility provider, school district or other public or private entity as the City Planner deems appropriate. (Ord. 3758 Sec. 1, 2006).

(3) In transmitting the proposed short plat to the parties referenced above, the City Planner shall solicit their comments and recommendations, and note the date by which comments and recommendations must be received by the City Planner in order to be considered. Comments from property owners must be received by the City Planner in writing within 10 days of the date of the notice in order to be considered. The City Planner shall respond in writing to any property owner comments received within 5 working days of receipt of the comments. The respondent shall then have 7 days to file an appeal with the Community and Economic Development Director. 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 no comments are received from any of the parties referenced above, the City Planner shall make such findings as he/she reasonably deems appropriate. However, in every case a proposed short plat shall contain a statement of approval from the City Engineer, as to the

survey data, the layout of streets, alleys and other rights-of-way, design of sewer and water systems and other infrastructure. The City Planner shall not approve a short plat, which does not contain a statement signed by the City Engineer. (Ord. 3758 Sec1, 2006; Ord. 3398 Sec. 2, 1999.)

26.36.090 ADMINISTRATIVE DETERMINATIONS. The City Planner shall, after conferring with appropriate officials, determine whether:

(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 schools grounds, sidewalks and other planning features that assure safe walking conditions for students;

(2) The proposed short plat contributes to the orderly development and land use patterns in the area;

(3) The proposed short plat conforms to the policies, maps and narrative text of the comprehensive plan;

(4) The proposed short plat conforms to the general purposes of applicable policies or regulations adopted by the City Council;

(5) The proposed short plat conforms to the general purposes of this title;

(6) The public use and interest will be served by permitting the proposed division of the land. (Ord. 3398 Sec. 2, 1999.)

26.36.100 APPROVAL AND FILING. (1) 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.

(2) The applicant must provide the City Planner one (1) paper copy of the recorded document and the County Assessor one (1) paper copy of the recorded document before the short subdivision becomes valid;

(3) When a short plat is created in a digital format the applicant shall also provide the City Planner with one copy of the short plat in a digital format as specified by the City Engineer and shall provide the County Assessor one copy of the short plat in a digital format as specified by the County Assessor. (Ord. 3398 Sec. 2, 1999.)

26.36.110 APPEALS. (1) Appeals of an administrative decision relating to a short plat may be made to a hearing examiner pursuant to Chapter 22.84 of the Title. Such an appeal must be made in writing and filed together with the appeal fees listed in 26.52.010 with the City Planner within ten (10) working days from the date on which the decision was rendered if not, the decision of the City Planner is final and no further appeal may be made.

(2) The written appeal shall include a detailed explanation stating the reason for the appeal. The decision of the hearing examiner shall be the final action. (Ord. 3398 Sec. 2, 1999.)

26.36.120 RESUBDIVISION PROCEDURE. (1) Land divided through the short plat process into four or more lots may not be re-short platted for a period of five years. Any further land division must occur through the preliminary and final platting process.

(2) Lands which have been subdivided under the preliminary and final plat process may be further subdivided using the short plat or binding site plan process. (Ord. 3398 Sec. 2, 1999.)