



Community & Economic Development Department  
PO Box 293, 525 N 3<sup>rd</sup> Ave, Pasco, WA 99301  
P: 509.545.3441 / F: 509.545.3499

Fee: \$750

## **CITY OF PASCO SHORT PLAT APPLICATION**

**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.

### **REQUIREMENTS:**

1. Title report current within thirty (30) days
2. Application fee of \$825 (\$700 application fee + \$50 radius notification fee)
3. Electronic or paper Short Plat map showing the entire contiguous tract owned by the applicant subdivider (18 x 24 inches) which shows:
  - a. 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;
  - h. The name and address of the owner or owners of the said tract;
  - i. Land Surveyor Certificate;
  - j. Signatures of all recorded property owners agreeing to the division of property;
  - k. A utility easement and improvement statement on the face of the short plat in a manner prescribed by the appropriate utility provider;
  - l. A signature block including the following:
    - i. City Engineer
    - ii. Community and Economic Development Director
    - iii. County Auditor
    - iv. Franklin County Public Utility District or other utility district
    - v. Irrigation District (when applicable)
  - m. Horizontal datum information:
    - i. The horizontal datum used will be the North American Datum 1983/ HARN, Washington State Plane Coordinate System, South Zone and will be expressed in U.S. Survey Feet.
4. Digital copy of plat (.dwg file) either by disk or emailed to the Planning Department.

**PROCESS:** 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 Community and Economic Development Director or designee unless the applicant agrees, in writing, to an extension of this period. The Community and Economic Development Director or designee 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 PMC 21.40.030 through 21.40.60 as determined by the Community and Economic Development Director or designee.

Upon receiving a complete application for short plat approval, the Community and Economic Development Director or designee shall transmit a copy of the short plat, together with copies of any accompanying documents as the Community and Economic Development Director or designee 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 Community and Economic Development Director or designee deems appropriate.

In transmitting the proposed short plat to the parties referenced above, the Community and Economic Development Director or designee shall solicit their comments and recommendations. Any comments received within the 10 day notice period shall be incorporated into the formal findings which will form the basis of the Community and Economic Development Director or designee's decision on the short plat.

**ADMINISTRATIVE DETERMINATIONS:** The Community and Economic Development Director or designee 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 school 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 Title 21;
6. The public use and interest will be served by permitting the proposed division of the land.

If the Community and Economic Development Director or designee determines that the foregoing requirements are met, he/she shall approve the short plat, and shall transmit the approved drawing to the applicant. Once approved the short plat will be returned to the applicant for recording with the County Auditor.

**RESUBDIVISION PROCEDURE:** 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. 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.

**WATER RIGHTS:** (Residential only) Per PMC 26.04.115, any existing water rights shall be transferred to the City as a condition of approval. If no water rights are available then the property owner shall pay to the City, in lieu thereof, a water rights acquisition fee as established in the City Fee Summary Ordinance located in PMC 3.07 (see below):

Calculation of Water Rights	
Base water rights	\$517.50 per lot
Irrigation water rights (City irrigation or no irrigation provider)	$0.5 \times \text{area (acres)} \times 3.5 \times \$1,725$

**LOCAL IMPROVEMENT DISTRICTS:** As a condition of approval of a short plat, the owner has waived the right to protest the formation of a Local Improvement District for sewer/water/road/sidewalk improvements to the full extent as permitted by RCW 35.43.182.

**ZONING INFO:** Short Plat restrictions based on zoning districts:

Zone	Minimum lot size (sq. ft.)	Minimum street frontage (ft.)
RS-20	20,000	90
RS-12	12,000	90
RS-1	10,000	90
R-1	7,200	60*
R-2	5,000	50*
R-3	4,500	50*
R-4	4,000	50*

\*If lot size is 10,000 square feet or more, a minimum frontage of 90 feet is required.

**CONSTRUCTION OF IMPROVEMENTS REQUIRED:** The City Engineer shall determine whether:

1. Public rights-of-way must be improved and utilities installed to the minimum requirements of this code and City Standards;
2. Required infrastructure improvements must be substantially completed as approved by the City Engineer. Minor improvements consisting only of sidewalks and landscaping where applicable, or similar improvements, may be secured by a plat bond;
3. In lieu of completion of these minor improvements, prior to recording of the short plat, a plat bond issued by a licensed corporate surety or two individual sureties or other approved surety must be provided, to the full amount of the cost of such work, as estimated by the City Engineer, including construction inspection costs, but in no case less than \$2,000.00;
4. All or a portion of security will be released upon acceptance of the improvements by the City Engineer, or upon substitution of another guarantee or approved bond or security;
5. If, after two years, all improvements are not so improved, the City will cause the improvements to be provided in accord with the approved plans, and the costs thereof must be paid by the bonding company, or out of the savings account assignment or other security;
6. In lieu of the plat bond, a cash bond, a certified check, an irrevocable letter of credit, or other surety approved by the City Attorney, equal to the cost of improvement multiplied by 125 percent may be posted. In addition, the City may require security up to two years against any defect in workmanship or materials in the installation of the improvements.

Adequate and proper right-of-way improvements shall include curb, gutter, sidewalk, illumination, traffic control devices, drainage control, engineered road bases, asphalt driving and parking lanes, and monumentation.

**APPEALS:** Appeals of an administrative decision relating to a short plat may be made to a Hearing Examiner pursuant to Chapter 25.195 PMC. Such an appeal must be made in writing and filed together with the appeal fees listed in PMC 3.35.110 with the Community and Economic Development Director or designee within 10 working days from the date on which the decision was rendered; if not, the decision of the Community and Economic Development Director or designee is final and no further appeal may be made. 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.

#### **SUBMISSION OF SHORT PLAT:**

Allow a minimum of 3 working days for City of Pasco to determine if the application is acceptable for review. The applicant must submit all payments associated with the final plat—including but not limited to water rights fees and subdivision improvement bonding—at the time the final plat is submitted for signatures. This

process will take a minimum of 5 working days to complete. Due to the complex nature and importance of these documents no exception to the minimum timeframes will be granted.



City of  
**Pasco**

Community & Economic Development Department  
PO Box 293, 525 N 3<sup>rd</sup> Ave, Pasco, WA 99301  
P: 509.545.3441 / F: 509.545.3499

**Fee: \$750**

## **CITY OF PASCO SHORT PLAT APPLICATION**

Master File # \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Complete Application: \_\_\_\_\_

<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: \_\_\_\_\_

Number of lots proposed: \_\_\_\_\_

Source of domestic water: \_\_\_\_\_

Method of sewage disposal: \_\_\_\_\_

Fee for Short Plat	-	\$700.00
Radius Notification	-	\$ 50.00
		<b>\$750.00</b>

☐ Short Plat  
(Electronic copy  
and .dwg)

☐ Title Report

☐ Fee of \$825

**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.

---

Applicant Signature

---

Date

---

Owner Signature

---

Date