

# SHORT PLAT APPLICATION



Mail: PO Box 371, Stevenson, Washington 98648 Email: [planning@ci.stevenson.wa.us](mailto:planning@ci.stevenson.wa.us) Phone: (509)427-5970

**Applicant/Contact:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

If There are Additional Property Owners, Please Attach Additional Pages and Signatures as Necessary

## Submittal Requirements

*Applicants must provide the following information for all Short Plat Subdivision Applications.  
The City will not accept applications without the required information.*

- Application Fee** (\$\_\_\_\_\_ base amount + \$\_\_\_\_ per \_\_\_\_\_ square feet = \$\_\_\_\_\_)
- Completed Application with Notarized Signatures of All Property Owners**
- Documentation of Preapplication Meeting**
- Associated Permit Applications** (When applicable)
  - SEPA Checklist (Lands covered by water)
  - Critical Areas Permit (When impacted)
- Short Plat Certificate or Subdivision Guarantee (From a Title Company)**
- One (1) Original Mylar (PDF Preferred) and Four (4) Paper Copies of the Proposed Short Plat Map**  
Plats shall be prepared by a Licensed Professional Land Surveyor\*, drawn on standard sheets, and clearly showing the information required in SMC 16.02.070  
\*A professionally prepared survey is not required when ALL proposed lots are larger than ten (10) acres
- Plans and Pertinent Supplemental Information** indicating compliance with SMC 16.02 and the Stevenson Engineering Standards, such as:
  - Engineering, Design, and/or Site Development Plans** (Utilities, Fire Protection, and Access)
  - Public Street Improvement Plans** (When applicable)
  - Site Evaluations related to On-Site Sewage Disposal Systems** (When applicable)

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SUBMIT TO:  
 City Hall  
 7121 E Loop Road

# Short Plat Application

A Short Plat Subdivision is "the division or redivision of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease, transfer of ownership or any other reason". All Short Plats shall conform to the applicable criteria set forth in SMC Title 16, the Stevenson Engineering Standards and other provisions of the Stevenson Municipal Code.

Applications for a Short Plat Subdivision are subject to administrative review. Copies of the Application will be delivered to the City Public Works Director, the City Clerk Treasurer, the County Treasurer, the district health officer, relevant State or local agencies, the City Planning Commission, and owners of all property sharing a boundary with the proposal.

Within forty-five (45) days of receipt of a completed application, a decision with written findings will be made to approve, approve with conditions, request modifications, require construction, or disapprove a proposed Short Plat or to extend the review period.

## Property Information

Applicants must provide the following information for all proposed Short Plat Subdivisions.  
 The City will not accept applications without the required information.

**Property Address** (Or Nearest Intersection): \_\_\_\_\_

**Tax Parcel Number:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Proposed Plat Name:** \_\_\_\_\_

**Proposed # of Lots:** \_\_\_\_\_

**Water Supply Source:**     City     Well

**Sewage Disposal Method:**     City     Septic

**Proposed Use of Lots:**     Multi-Family     Single-Family     Commercial     Vacant/Other

As proponents and/or the property owners of the real property described in this proposal, our signatures indicate our approval of this proposal, with the understanding that the proposal is subject to review, approval, and/or denial under SMC Title 16.

I/we hereby provide written authorization for the City to reasonably access to the subject property to examine the proposal and carry out the administrative duties of the Stevenson Municipal Code.

Incomplete applications will not be accepted.    •    Ensure all required submittals are included.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Property Owner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

On this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ personally appeared before me, a Notary Public in and for \_\_\_\_\_ County, Washington.

In witness where of I hereunto set my hand and official seal.

Notary: \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_

For Official Use Only:  
 Date Application Received: \_\_\_\_\_    Date Application Complete: \_\_\_\_\_