



**Address:**  
100 3<sup>rd</sup> Ave SE  
Pacific, WA 98047

**Phone & Fax:**  
Ph: (253) 929-1100  
Fax: (253) 887-9910

**Website:**  
<https://www.pacificwa.gov>

# PRELIMINARY SHORT PLAT

## **DEFINITION AND PURPOSE:**

A short subdivision (short plat) is the division of one contiguous parcel into four (4) or fewer lots.

The purpose of a short plat is to divide land according to minimum standards in order to promote and protect the physical well being of the City of Pacific. This includes insuring adequate circulation patterns, and insuring adequate light and air. It also means providing for adequate utility improvements such as a distribution system for water, a sanitation system for safe waste disposal, and storm drainage system to protect from flooding and erosion.

## **CONDITIONS FOR APPROVAL:**

The **applicant** must show that the proposed use satisfies the following criteria for approval.

1. The proposed lots must conform to the Comprehensive Plan and Zoning Ordinance criteria.
2. The proposed lots are served with adequate means of access for vehicles, utilities, fire protection, drainage, water supply and means of sanitary sewage disposal.
3. The public use and interest will be served by permitting the proposed division of land.
4. A survey and legal description of the proposed lots are completed by a registered land surveyor and submitted to the City.
5. No existing building or structure is made sub-standard or non-conforming in any respect.

## **SUBMITTAL:**

1. FILING FEE:

Short Plat (Preliminary):	\$750.00 plus time and materials
Technology Fee	\$5.00
Revision to Approved Preliminary: Short Plat	\$500.00
Professional Services Refundable Deposit:	\$2,000.00
Final Short Plat (plus tech fee)	\$505.00
2. Please submit all of the items listed on the attached checklist.

***Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW 36.70B.070.***



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## **PROCEDURE:**

1. Prior to submitting your short plat application, you will need to request a pre-application meeting to meet with staff. The fee for a pre-application meeting is \$500.00.
2. You will receive a “Determination of Completeness/Incompleteness” (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete. Once you receive the DOC stating that your application is complete, the City has 90 days to make a decision regarding your application.
3. A “Notice of Application” (NOA) will be published and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is made. You will be required to post a “Notice Board” (see attached example) on the property. An “Affidavit of Installation” shall be submitted to the City that the “Notice Board” has been installed on the property. The “Notice Board” shall be installed on the property on or before the date the NOA is published in the paper.
4. A “Notice of Decision” (NOD) will be sent to the applicant/property owner and to all parties of record.
5. The decision on a preliminary short plat may be appealed to the Hearing Examiner within 10 calendar days of the issuance of such decision with a filing fee to the City Clerk.
6. Should the short plat be appealed, a date will be set for a public hearing before the Hearing Examiner, and you will be notified. You will be sent a copy of the staff recommendation at least 10 days prior to the hearing.
7. The Hearing Examiner’s decision is final unless appealed in writing to the Superior Court of King County.
8. Once the preliminary short plat meets all approvals and requirements (with only minimal adjustments needed), the applicant is notified to submit 1 original and 2 copies of the 18” x 24” final plat. All versions must be signed by the surveyor and notarized and signed by the owner(s). A CAD (.dwg) version of the plat, proof of current assessed taxes and the fee for a Final Short Plat must also be submitted at this time.
9. A preliminary short plat must be recorded within five (5) years from the date of approval.



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# PRELIMINARY SHORT PLAT

## APPLICATION

**FILE NO:** \_\_\_\_\_ **PARCEL NO:** \_\_\_\_\_

**1. PROPERTY OWNER:**

(If there are more owners, attach additional sheet with names, addresses, contact information and signatures.)

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

Property Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

**2. PRIMARY CONTACT:**

(The person who will receive and disseminate all correspondence from the City)

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

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

Email Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

**3. SURVEYOR:**

(The person who will receive and disseminate all correspondence from the City)

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

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

Email Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

**4. ENGINEER:**

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

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

Email Address: \_\_\_\_\_ Phone No: \_\_\_\_\_



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# PRELIMINARY SHORT PLAT

## APPLICATION *cont'd*

### 5. PROPERTY:

Zone: \_\_\_\_\_ Current Size (Sq Ftg): \_\_\_\_\_

Proposed Size (Sq. Ft): Lot 1: \_\_\_\_\_ Lot 2: \_\_\_\_\_

Lot 3: \_\_\_\_\_ Lot 4: \_\_\_\_\_

Source of Water: \_\_\_\_\_

Sewage Disposal: \_\_\_\_\_

Statement of existing drainage conditions of site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Statement of soils type and condition:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***I CERTIFY THAT THE INFORMATION FURNISHED BY ME AS PART OF THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.***

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Print Name**

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

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Print Name**

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



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# PRELIMINARY SHORT PLAT

This certificate provides the Department with information necessary to evaluate development proposals.

## CERTIFICATE OF WATER AVAILABILITY

FILE NO. \_\_\_\_\_

### PART A: (TO BE COMPLETED BY APPLICANT)

1. Owner Name: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Agent or Contact Person: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Site Address (Attach map and legal description): \_\_\_\_\_

\_\_\_\_\_

2. This certificate is submitted as part of an application for:

\_\_\_ Residential Building Permit    \_\_\_ Preliminary Plat    \_\_\_ Short Subdivision

\_\_\_ Non-Residential Bldg. Permit    \_\_\_ Rezone    \_\_\_ Other: \_\_\_\_\_

3. Estimated number of service connections and meter size(s): \_\_\_\_\_

4. Vehicular distance from nearest hydrant to the rear of the furthest structure: \_\_\_\_\_ Ft

5. Minimum needs of development for fire flows: \_\_\_\_\_ gpm at a residual pressure of 20psi.

Source of minimum flow requirement:

\_\_\_ Fire Marshal    \_\_\_ Developer's Engineer    \_\_\_ City

\_\_\_ Insurance Underwriter    \_\_\_ Utility    \_\_\_ Other: \_\_\_\_\_

6. Area is served by (Utility District): \_\_\_\_\_

\_\_\_\_\_  
Owner / Agent's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



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PRELIMINARY SHORT PLAT

CERTIFICATE OF WATER AVAILABILITY cont'd

PART B: (TO BE COMPLETED BY WATER UTILITY)

1. The proposed project is located within (City / County):

Improvements required to upgrade the water system to bring it into compliance with the utilities
2. comprehensive plan or to meet the minimum flow requirements of project before connection:

Three horizontal lines for providing details on water system improvements.

3. Based upon the improvements listed above, water can be provided and will be available at the site
with a residual pressure of psi at gpm for a duration of hours
at a velocity of fps as documented by the attached calculations.

I hereby certify that the above information is true and correct.

Agency / Phone By (Print Name) Date

PART C: (TO BE COMPLETED BY GOVERNING JURISDICTION)

1. Water Availability – Check one

- Acceptable service can be provided to this project.
Acceptable service cannot be provided to this project unless the improvements listed in
item #C2 are met.
System isn't capable of providing service to this project.

2. Minimum water system improvements: (At least equal to #B2 above)

Three horizontal lines for providing details on minimum water system improvements.

Agency / Phone By (Print Name) Date



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# PRELIMINARY SHORT PLAT

## APPLICATION CHECKLIST

**Preliminary Short Plat Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The following materials are the **minimum** materials that must be submitted for review of your application to determine that it is “complete” or “incomplete” as provided under RCW 36.70B.060 and RCW 36.70B.070. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary for. A “Determination of Completeness” (DOC) will be issued within 28 days of acceptance stating whether your application is complete or incomplete (DOI). Please do not turn in your application until all items listed below have been checked off. **Submittals will not be accepted or acted upon unless complete. Also this application will not be accepted, if you have not had a pre-application meeting with the City.** If you have any questions, contact Community Development at (253) 929-1110.

***RETURN COMPLETED CHECKLISTS PART I AND PART II WITH YOUR APPLICATION OR YOUR APPLICATION WILL NOT BE ACCEPTED.***

*For Office Use Only*

**Date Submitted:** \_\_\_\_\_ **Date of Pre-App Meeting:** \_\_\_\_\_

PLAN SUBMITTAL – PART I		Applicant	Staff
1	Four (4) copies of Plat Map		
2	<b><i>Electronic copies of all submitted materials. Electronic files shall be scalable.</i></b>		
3	Reduced size plat map 8 1/2” x 11” (scalable and legible)		
4	County assessor’s map showing a 300-foot radius around the edges of the subject property. (1 copy)		
5	Photocopy, or printout, of <u>property owner’s</u> names and addresses. Please make an 8 1/2” x 11” copy of the address-labels <b>before</b> placing on the envelopes. (1 copy)		
6	Pre-application meeting comment sheets. (2 copies)		



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# PRELIMINARY SHORT PLAT

## APPLICATION CHECKLIST *cont'd*

PLAN SUBMITTAL – PART I <i>cont'd</i>		Applicant	Staff
7	If you are given an <b>Environmental Checklist</b> , all questions are to be answered and the checklist is signed. (Original)		
8	Lot closure calculations and field notes submitted by the Surveyor. (1 copy)		
9	A set of stamped, legal size envelopes addressed to each property owner within 300' of the subject property with the return address and parcel number for the City of Pacific DCD. A return address stamp is available for your use upon request. <b>(NO METERED MAIL)</b>		
10	<b>Title report (dated within last 30 days)</b> , including all easements and deed restrictions. (RCW 58.17.165) (1 copy)		
11	<b>A letter of service availability</b> from the Lakehaven Utility District or King County Health Department (if applicable/septic properties). (1 copy)		

PLAN SUBMITTAL – PART II PRELIMINARY SHORT PLAT DRAWING REQUIRED CONTENT		Surveyor	Staff
<b>NOTE: Site plan requirements checklist must be completed by the engineer, surveyor, or architect AND four (4) copies submitted or submittal will be <u>DENIED</u>.</b>			
1	Preliminary Short Plat drawing prepared <u>and stamped</u> by a professional Land Surveyor registered in the State of Washington. (RCW 58.17.250) (4 copies)		
2	The names and the addresses of the developer and the licensed land surveyor who prepared the plat.		
3	North point, graphic scale and date of drawing.		
4	Existing off-site subdivision lots, blocks, streets and easements shown as dotted lines.		
5	Proposed lot lines shown as solid lines and all proposed and existing easements shown in dashed lines.		
6	Show the location, bearings and distances of existing and proposed property lines; and existing section lines in feet and decimals of a foot.		





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## APPLICATION CHECKLIST *cont'd*

PLAN SUBMITTAL – PART II <i>cont'd</i>		Surveyor	Staff
7	Show streets, building structures, water courses, and bridges. Buildings should be labeled existing or to be demolished.		
8	Show any recorded public or private utility and drainage easements, both on the land to be subdivided and on the adjoining lands (land that abuts the proposed subdivision), to a distance of twenty-five (25) feet from the edge of the subject property division (include recording number).		
9	Identify and show the location of any existing and/or abandoned well(s) on the property.		
10	Contours and elevations at one (1) foot intervals for slopes less than or equal to five percent (5%) and at five (5) foot intervals for slopes greater than five percent to accurately predict drainage characteristics of the property. The topographic contours shall be provided by a Land Surveyor licensed in Washington State. Off-site topographic contours on adjacent property may be required to provide supplemental information. Requests for off-site topographic contours shall be based upon on-site inspections of the proposed plat. If permission is not granted by adjacent property owners to enter their property to allow the survey of off-site topographic contours, only topographic contours to the property line are required.		
11	The location of existing trees (over 8" in diameter as measured four [4] feet from its base) on the property. The location of existing trees over eight (8") inches diameter as measured four [4] feet from its base to a distance of twenty-five (25) feet from the edge of the subject property division may be requested based upon a site inspection, provided that the adjacent property owner/s grant permission to enter their properties. If no permission is granted, only the location of the trees on the property shall be located.		
12	The location of existing, or proposed rockeries and other types of walls on property. The location of rockeries and other types of walls located within twenty-five (25) feet of the property lines of the plat may be requested based upon a site inspection of the property, provided the adjacent property owners/s grant permission to enter their properties. If no permission is granted, only rockeries and other types of walls on the property shall be located.		
13	Give the location and identification of any visible physical appurtenances such as fences, or structures, which may indicate encroachment, lines of dispute, or conflict of Title.		



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## APPLICATION CHECKLIST *cont'd*

PLAN SUBMITTAL – PART II <i>cont'd</i>		Surveyor	Staff
14	Source and date of contour data referenced on drawing.		
15	Indicate the acreage of the land to be subdivided, the number of lots, and the area (sq. ft.) <u>of each individual lot</u> .		
16	Indicate the bearings and dimensions of each lot line.		
17	Bearings, angles, or azimuths shown in degrees, minutes, and seconds.		
18	Radius, delta, arc length and long chord bearing and distance of curves shown.		
19	The location, width and names of existing streets or easements abutting or providing access to the short plat. If access is by private street, the public street providing access to the private street shall be shown.		
20	Names and addresses of adjacent property owners on the records of the King and/or Pierce County Assessor's Offices.		
21	Show monuments and survey markers found.		
22	<b><u>Legal description and tax lot number</u></b> of the property to be subdivided, certified by a Professional Land Surveyor registered in the State of Washington.		
23	Legend for monuments and survey markers found.		
24	Dedication statement with signature lines and Notary Block with minimum text size of 0.08 inches and line widths not less than 0.008 inches (vicinity maps, seals and certificates are excluded).		
25	The date of the last recorded segregation.		
26	Indicate basis of bearing shown.		
27	A statement of the soil type, drainage conditions, present landscaping (describe any natural or man-made land cover) submitted.		
28	A statement about wildlife present on the property and any other environmental factors which may be prescribed by the Community Development Manager		
29	Submit a conceptual development drawing showing all infrastructure improvements and/or details. (i.e. curb, gutter and sidewalk along street frontage(s)).		



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## INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

***\*Please Note – Mailing labels may be purchased from King County. A Tax Assessor’s map(s) shall be submitted with the application.***

**REMINDER:**

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½” x 4 ½”) with the City’s return address. **(NO METERED MAIL)**

**RETURN ADDRESS:**

City of Pacific  
Dept. of Community Development  
100 3<sup>rd</sup> Ave. SE  
Pacific, WA 98047



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## NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by four feet (4') and shall have a sky blue background with the City logo (as illustrated), "Public Notification", and contact information. Project lettering, stating the land use/project action shall be blue or black on a white background. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;

