

**CITY OF PULLMAN, 190 SE CRESTVIEW ST., BLDG. A, PULLMAN, WA 99163**

\*\*\*\*\*

**INFORMATION REQUIRED WHEN APPLYING FOR A  
SUBDIVISION PRELIMINARY PLAT APPLICATION**

**APPLICATION**

A complete application must be filed at least 30 days prior to the public hearing before the Planning Commission in order to allow time for staff review and public notification. An application will not be accepted until complete, as determined by the Director of Public Works. The attached flow chart illustrates the plat approval process. A complete application must include:

1. Application Form (Attached).
2. Environmental Checklist. The Checklist will be reviewed by the City’s designated “responsible official,” who will determine if there appears to be a probable significant environmental impact; if so, an Environmental Impact Statement (EIS) will be required.
3. Preliminary Plat Drawing. A reproducible preliminary plat drawn to a scale of 1” = 40’ is required. This drawing must include:
  - Proposed name of the plat or subdivision;
  - Location by section, township, range, and/or by other legal description;
  - Names, addresses and phone numbers of the developer(s), property owner(s), and registered land surveyor preparing the plat;
  - Scale of plat, date, and north point;
  - Existing topography of the land indicated by contours at 5-foot intervals or less, except where a slope is in excess of 50%, then the interval may be 10 feet. All elevations shall be based on City of Pullman datum;
  - A vicinity sketch at a scale of not more than 800 feet to the inch showing the proposed plat in relation to surrounding property;
  - Land use zoning classification and the floodplain zone classification;
  - The land or lot divisions of adjoining properties within 100 feet of the boundary of the plat;
  - Location, widths, and names of existing or prior platted and proposed streets, railroad or utility right-of-way or easements, parks or other public spaces, pedestrian walkways and existing permanent structures to be retained within and adjacent to the proposed plat. (In a replat, the original lots, blocks, streets and easements shall be shown in dotted lines in scale with the proposed replat.);
  - Existing and proposed water and sewer lines, utilities on, under, or over the land showing approximate size, grades, and locations;
  - Layouts, approximate area, number, and approximate dimension of proposed lots;
  - Location of all ditches, culverts, catch basins, and other parts of the design for the control of surface water drainage;
  - Typical roadway section right-of-way to right-of-way and approximate grade for all proposed streets.

**FEES**

1. Preliminary Plat Filing Fee .....\$ 1,000.00 + \$30.00/lot proposed
2. Environmental Checklist Review Fee:.....\$ 300.00

**ASSISTANCE**

The Public Works Department is available to answer questions about an application by phoning (509) 338-3220.

**❖❖ A FINAL PLAT MUST BE APPROVED BY THE CITY COUNCIL UNDER A SECOND APPLICATION. ❖❖**

RECEIPT NO.: \_\_\_\_\_  
DATE APPLICATION RECEIVED: \_\_\_\_\_  
DATE APPLICATION ACCEPTED AS COMPLETE: \_\_\_\_\_

CITY OF PULLMAN  
**SUBDIVISION PRELIMINARY PLAT APPLICATION**  
Pullman City Code 13.80.060

**APPLICANT:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
STATUS (property owner, lessee, agent, purchaser, etc.): \_\_\_\_\_

**PROPERTY OWNER** (if different than applicant):

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**REGISTERED ENGINEER OR LAND SURVEYOR:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

NAME OF SUBDIVISION: \_\_\_\_\_  
ZONE DESIGNATION: \_\_\_\_\_ TOTAL AREA: \_\_\_\_\_ NO. OF LOTS: \_\_\_\_\_

**All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.**

\_\_\_\_\_  
Applicant's Signature Date  
\_\_\_ Initial here if you will accept email correspondence in lieu of hardcopy mail.

**This Subdivision Preliminary Plat Application is being submitted with my consent.**

\_\_\_\_\_  
Property Owner's Signature Date

**PROCEDURE**

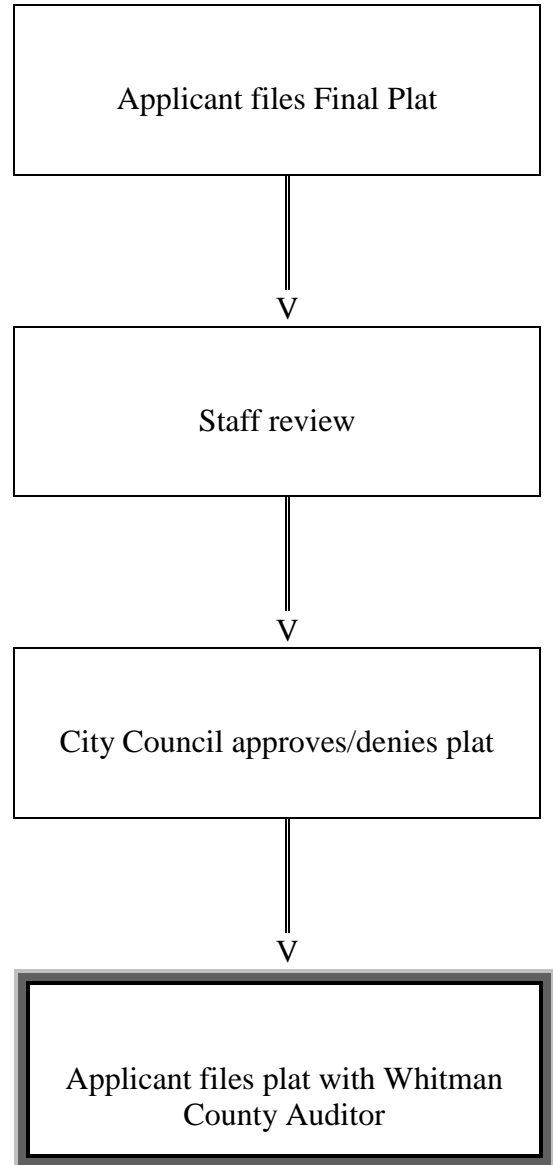
**PRELIMINARY PLAT – STEP 1**

**MAXIMUM TIME TO ACTION BY  
CITY COUNCIL: 90 DAYS\***



**FINAL PLAT – STEP 2**

**MAXIMUM TIME TO ACTION BY  
CITY COUNCIL: 30 DAYS**



**\*SOME EXCEPTIONS APPLY**