



**CITY OF HOQUIAM**  
**PUBLIC WORKS DEPARTMENT**  
Brian Shay  
City Administrator

SSD# \_\_\_\_\_

\_\_\_\_\_  
Date  
Application Accepted

**SHORT PLAT APPLICATION**  
(8/2007)

PROPOSED SHORT PLAT NAME: \_\_\_\_\_

APPLICATION SUBMITTAL DATE: \_\_\_\_\_

**APPLICANT:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**LEGAL PROPERTY OWNER:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**CONTACT PERSON:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**ENGINEER/SURVEYOR:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**LOCATION OF LAND TO BE SUBDIVIDED:**

TAX PARCEL NUMBER(S) (APN) \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_

SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

PROPOSED USE: ( ) RESIDENTIAL ( ) OTHER \_\_\_\_\_

TOTAL ACREAGE/SQUARE FEET OF ORIGINAL LOT: \_\_\_\_\_

PROPOSED LOT SIZES: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

(4) \_\_\_\_\_ (5) \_\_\_\_\_ (6) \_\_\_\_\_ (7) \_\_\_\_\_

(8) \_\_\_\_\_ (9) \_\_\_\_\_

DOES THE OWNER OF THIS PROPERTY OWN ANY CONTIGUOUS PROPERTY? \_\_\_\_ YES \_\_\_\_ NO

COMP. PLAN DESIGNATION: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

REZONE REQUESTED: \_\_\_\_ YES \_\_\_\_ NO

SHORELINE: \_\_\_ YES \_\_\_ NO

WASHINGTON STATE HIGHWAY: \_\_\_ YES \_\_\_ NO

FLOOD ZONE: \_\_\_ YES \_\_\_ NO

CRITICAL AREAS ON OR NEAR SITE \_\_\_ YES \_\_\_ NO

HAS THE LOT BEEN SHORT PLATTED IN THE LAST 5 YEARS?: \_\_\_ YES (IF YES, SUBMIT SEPA CHECKLIST) \_\_\_ NO

WATER SUPPLY SOURCE: \_\_\_\_\_ SEWAGE DISPOSAL METHOD: \_\_\_\_\_

NEAREST PUBLIC ROAD: \_\_\_\_\_ R.O.W. WIDTH: \_\_\_\_\_

PRIVATE EASEMENT LENGTH: \_\_\_\_\_ R.O.W. WIDTH: \_\_\_\_\_

EXISTING RESTRICTIONS AND COVENANTS: \_\_\_\_\_

PROPOSED RESTRICTIONS AND COVENANTS: \_\_\_\_\_

**Certification**

**I hereby certify that all information provided on this application is correct to the best of my knowledge.**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature (Owner or Duly Authorized Agent)

**REQUIREMENTS FOR A COMPLETE APPLICATION:**

- A. A COMPLETED GENERAL APPLICATION FORM AND, IF APPLICABLE, A SEPA ENVIRONMENTAL CHECKLIST.
- B. THE REQUIRED APPLICATION FEE IN ACCORDANCE WITH THE ESTABLISHED FEE SCHEDULE.
- C. NAMES AND ADDRESSES OF ALL PROPERTY OWNERS WITHIN THREE HUNDRED FEET OF THE SUBJECT PROPERTY, AVAILABLE FROM THE COUNTY ASSESSOR’S OFFICE.
- D. FIVE PAPER PRINTS OF THE PROPOSED SHORT PLAT
- E. SUCH ADDITIONAL INFORMATION AS THE CITY ENGINEER DEEMS NECESSARY

**REQUIRED MAP DATA:**

- A. THE PLAT DRAWING SHALL BE IN INK TO A SCALE NOT SMALLER THAN ONE INCH EQUALS ONE HUNDRED FEET OR OTHER APPROVED SCALE ON AN EIGHTEEN-INCH BY TWENTY-FOUR-INCH SHEET.
- B. THE PLAT SHALL SHOW THE BOUNDARY AND DIMENSIONS OF THE “ORIGINAL TRACT” INCLUDING ITS ASSESSOR’S PARCEL NUMBER, SECTION, TOWNSHIP AND RANGE, AND ALL ADJOINING PUBLIC OR PRIVATE STREETS AND IDENTIFYING NAMES AS SUCH.
- C. INCLUDE A VICINITY MAP DRAWN TO A SCALE OF FOUR INCHES EQUALS ONE MILE OR OTHER APPROVED SCALE OF SUFFICIENT DETAILS TO ORIENT THE LOCATION OF THE ORIGINAL TRACT.
- D. THE NAME AND ADDRESS OF THE OWNER OF RECORD OF THE “ORIGINAL TRACT,” SCALE OF THE DRAWING, AND NORTH DIRECTIONAL ARROW.
- E. THE PLAT SHALL IDENTIFY ALL LOTS BY NUMERICAL DESIGNATION AND SHOW THE DIMENSIONS AND AREA OF EACH LOT.
- F. THE PLAT SHALL SHOW THE WIDTH AND LOCATION OF ACCESS TO ALL SHORT PLATTED LOTS.
- G. THE PLAT SHALL SHOW THE LOCATION AND USE OF ALL BUILDINGS ON THE ORIGINAL TRACT.
- H. THE PLAT SHALL NOTE THAT THE APPROVAL OF A SHORT PLAT SHALL NOT BE A GUARANTEE THAT THE CITY WILL GRANT FUTURE PERMITS TO ANY STRUCTURE OR DEVELOPMENT.
- I. SPACE OR A SECOND EIGHTEEN-INCH BY TWENTY-FOUR-INCH SHEET SHALL BE RESERVED FOR COMMENTS AND APPROPRIATE CITY SIGNATURES.

## SHORT PLAT PROCESSING SEQUENCE

- 1) Once your application and filing fees are determined to be complete, the City of Hoquiam will provide a Notice of Application and Public Notice as provided by HMC 10.07.070.
- 2) The City of Hoquiam will review the complete Short Subdivision Application for conformance with the city codes and consider comments from the public and interested agencies.
- 3) Once the public comment period expires on the Notice of Application the City will approve, approve with conditions, or deny the short subdivision application.
- 4) When WRITTEN FINDINGS have been made by the City of Hoquiam, we will then call your surveyor to pick up the Mylar and FILE IT FOR RECORD with the County Auditor. The Short Plat is now complete and you may now advertise, sell, convey or take earnest money on your now existing lots.

### FEES AND OTHER EXPENSES

	2 LOTS	3-9 LOTS
APPLICATION FEES:	\$500.00	\$500.00 + \$85.00 PER LOT

SEPA Checklist (for re-division of previously short platted lot): \$500.00

Other Costs You Will Encounter: Mylar map and survey, city consulting engineering review fees, inspection fees

Other Costs You Might Encounter: Soil Tests, road construction, well drilling, public utility installation, critical areas consultant, shoreline review fees, fill and grade permit, Department of Ecology General Construction Stormwater permit, SEPA (for previously platted lots) and other outside agency permits.

---