



FINAL SHORT PLAT APPLICATION

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

file no.

A final Short Plat, or Short Subdivision, is the subdivision or redivision of land into four or less Parcels. A preliminary Short Plat must be approved prior to application for final short plat.

APPLICATION MATERIALS CHECKLIST

A complete Short Plat Application will include:

- SPF:** A completed Short Plat Application
- Short Plat Report:** report containing square-footage and dimensions of each lot/block and the coordinates of monuments, a title report, and a warranty that all assessments are paid in favor of the City
- Paper & Digital Copy of Final Short Plat (x2):** Please provide paper copies for review prior to mylar production

The final short plat and survey shall be based on the Washington Coordinate System, North Zone, as adopted by the City, and shall show the following:

- A scale of not less than 100 feet to one inch
- A minimum of two permanent plat control monuments to which all dimensions, bearings, azimuths and similar data on the plat are referred;
- Permanent monuments at all corners and location and description of all monuments
- Subdivision boundary lines, right-of-way lines, easements, lot lines with accurate dimensions, bearings or azimuths, radii, central angles, and lengths of all curves
- Name and right-of-way width of each street. Any street not dedicated to the public must be so marked on the face of the plat
- Locations, dimensions, and purpose of all easements
- The required building setbacks on each proposed lot (Building Envelope)
- Required building setbacks and the location of any existing buildings and/or major structures shall be shown on each proposed lot as well as their distances from property lines
- Identification of each lot and the legal description of the proposed lots
- Purpose for which sites are dedicated to the public
- The recorded subdivision title, true north and grid north arrows, scale, and legend
- Legal description of the land to be platted
- Certification by registered land surveyor as to the accuracy of plat and survey
- Certificate by owner(s) dedicating roads, rights-of-way, easements, and any sites for public purposes
- Certification of approval by the Community & Economic Development Director, the Public Works and Utilities Director, and the Fire Chief
- House addresses shall be provided by the City and must be clearly shown on the short plat at the time of approval pursuant to RCW 58.17.280
- Certification by the County Treasurer that all State and County taxes levied against the land to be subdivided have been paid in full
- Certification of filing by County Auditor
- If improvements are to be bonded rather than actually installed prior to final plat approval, the plan shall show a notation as follows: "No occupancy of dwelling units will be allowed until all roadway and utility improvements have been completed and approved by the City Engineer."

- 18"x24" Mylar:** Following approval of the paper copy of the final short plat, the final short plat shall be produced on an 18-inch by 24-four inch permanent reproducible mylar and submitted to the City.



FINAL SHORT PLAT APPLICATION

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

file no. _____

APPLICANT INFORMATION

Preliminary Short Plat Application Number: _____

Applicant Name: _____ (Property Owner: Yes No)

Mailing Address: _____

Phone: _____ Email: _____

Applicant's Representative (If other than applicant): _____

Phone: _____ Email: _____

(If applicant, or applicant's representative, is not the owner, property owner acknowledgment of this proposed land use action must be provided)

SUBJECT PROPERTY

Property Owner(s): _____ (Same as Applicant)

Property Owner Address: _____

Full Street Address(es): _____

Full Legal Description(s): _____

Tax Parcel Number(s): _____

Current Zoning: _____ Comprehensive Plan Designation: _____

SIGNATURE

I (We) hereby certify under penalty and perjury of the laws of the State of Washington that I (we) are the owner(s) or authorized representative(s) of the owner of the above-described property and request that the short plat be approved. It is understood that willful misrepresentation of the information will terminate the application.

Date _____ Print Name _____ Signature (Owner Representative) _____

Notes:	
Fees: \$200 per lot, \$75 Amendment	DATE STAMP