



City of Asotin

www.cityofasotin.org

Phone: 509-243-4411 PO Box 517 121 Cleveland Street Asotin WA 99402 Fax: 509-243-1223

Application Fee: \$570.00 **

**CITY OF ASOTIN
SHORT PLAT APPLICATION (FOUR LOTS OR LESS)**

Applicant Name: _____

Address: _____ **City** _____ **State** _____ **Zip Code** _____

Work Phone: (____) _____ **Home Phone:** (____) _____ **Cell Phone:** (____) _____

Property Owner Name (if different): _____

Address: _____ **City** _____ **State** _____ **Zip Code** _____

Mailing Address: _____ **City** _____ **State** _____ **Zip Code** _____

Current Zoning: _____ **Lot #:** _____ **Subdivision:** _____

Legal Description: _____

Registered Land Surveyor: _____

Address: _____ **City** _____ **State** _____ **Zip Code** _____

Work Phone: (____) _____ **Cell Phone:** (____) _____

The City may approve a Short Plat subject to the provisions of Asotin Municipal Code Section 17.16.

ATTACHMENTS:

- 1. LEGAL DESCRIPTION:** Attach a legal description of the existing parcels, structures and proposed lots.
- 2. VICINITY MAP:** Please attach a vicinity map, drawn to scale, which shows the location of the proposed short plat. Include entire ownership, individual lots and easements.
- 3. PROOF OF OWNERSHIP:** Please attach a copy of the property deed or sales contract.
- 4. A SHORT PLAT MAP:** Prepared in accordance with the requirements in AMC Chapter 17.16.030, 17.16.040, 17.16.045 and 17.16.050.
- 5. WATER/SEWER:** Please provide the source of water supply and Method of sewage disposal.
- 6. DRAINAGE:** Please give location and description of drainage facilities intended to serve the property.
- 7. FIRE HYDRANT:** Please give location of nearest fire hydrant within 1,000 feet.
- 8. COVENANTS/RESTRICTIONS:** Please prepare copies of covenants, restrictions and collective maintenance agreements.

1. Four copies of a map which incorporates a survey of the property by a registered land surveyor and which contains:

- a. Name, address and phone number of owner(s), representative and subdivider;
- b. Name of proposed plat;
- c. Scale of 100 feet or less to the inch;
- d. Lines of property to be platted with block numbers;
- e. Existing monuments of record;
- f. Location, name and width of all existing or proposed streets, sidewalks, easements and rights-of-way within or adjacent to the proposed plat;
- g. Location of significant physical features such as buildings, structures, water bodies, power lines and section lines within or adjacent to the proposed plat and 100 feet thereof;
- h. Location and description of existing and proposed drainage, sewer and water facilities within or adjacent to the proposed plat;
- i. Contours with intervals of five feet or less;
- j. Lot lines of adjoining properties;
- k. Vicinity map at smaller scale;
- l. Zoning classifications;
- m. Source of water supply;
- n. Method of sewage disposal;
- o. Legal description;
- p. Date, scale and north point;
- q. Boundary lines to scale of entire ownership, individual lots and easements;
- r. Location of nearest fire hydrant within 1,000 feet;
- s. Elevations above mean sea level if located in floodplain or floodway;
- t. Surveyor's certificate;
- u. Signature block for approval pursuant to AMC [17.16.050](#);
- v. Acknowledged signatures of owners and notary public stamp;

2. Names and addresses of fee simple owners of all land within 400 feet of the perimeter of the proposed plat;
3. Environmental checklist;
4. Copies of any proposed covenants or restrictions and collective maintenance agreements, if applicable;
5. Other information deemed necessary by the decision-making body;
6. Current title certificate.
7. Certificate from county treasurer that all taxes have been paid;

The Applicant does hereby certify that all of the above statements and information in any attachments transmitted herewith are true under penalty of perjury by the Laws of the State of Washington.

Signature (Applicant): _____ Date: _____

Signature (Landowner, if different): _____ Date: _____

FOR OFFICE USE ONLY

Date Rec'd: _____ **Rec'd By:** _____

Signature (City of Asotin Mayor): _____ Date: _____

Signature (Consulting Engineer): _____ Date: _____

Signature (City of Asotin Building Inspector): _____ Date: _____

Signature (City of Asotin Fire Chief): _____ Date: _____

Signature (City of Asotin Police Chief): _____ Date: _____

Signature (City of Asotin Public Works): _____ Date: _____
Water & Sewer

Signature (Asotin County Health Dept): _____ Date: _____

Signature (City of Asotin Planning Commission): _____ Date: _____

Planning Commission Meeting Date: _____

Please Remit Application Fee of \$570.00 **to:
City of Asotin
PO Box 517
Asotin WA 99402

Please call 243-4411 with any questions
cityclerk@cityofasotin.org

Chapter 17.16

SHORT PLATS

Sections:

[17.16.010 Generally.](#)

[17.16.020 Resubdivisions.](#)

[17.16.030 Preliminary plat.](#)

[17.16.035 Improvement requirements.](#)

[17.16.038 Final plat.](#)

[17.16.040 Approval by consulting engineer.](#)

[17.16.045 Disapproval by the consulting engineer.](#)

[17.16.050 Signature and recording requirements.](#)

17.16.010 Generally.

Subdivisions of land into four lots or less and containing no dedications of land and to which this title is applicable in accordance with AMC [17.04.030](#) shall be known as “short plats” and shall be governed by this section. If two homes are built, there may be some relaxed stipulations such as paved streets, curb, sidewalks and gutter, but this will be determined on a case-by-case basis. (Ord. 20-854 § 1, 2020; Ord. 85-342 § 4(A), 1985)

17.16.020 Resubdivisions.

Land contained within a short plat shall not be short platted again for a period of five years from the date of recording of such short plat. (Ord. 20-854 § 1, 2020; Ord. 85-342 § 4(B), 1985)

17.16.030 Preliminary plat.

A. The applicant or his/her representative shall consult with city officials as necessary to determine subdivision, zoning and comprehensive plan requirements.

Short Plat – Long Plat Application Fees

In addition to the \$570 application fee required for a plat change, the following fees will be assessed at time of application:

A: Engineering Deposit -\$2000

1. Upon receipt of invoice from City Contracted Engineer, if invoice cost is less than deposit a refund will be issued at time of invoice receipt

2. Upon receipt of invoice from City Contracted Engineer, if invoice cost is more than deposit, additional fees will be collected prior to application being advanced to Planning Commission

B: County Filing Fee - \$800

1. Four copies of an accurately scaled and dimensioned map of the plat which incorporates a survey of the property by a registered land surveyor or civil engineer and which contains:
 - a. Name, address and phone number of owner(s), representative and subdivider;
 - b. Name of proposed plat;
 - c. Scale of 100 feet or less to the inch;
 - d. Lines of property to be platted with block numbers;
 - e. Existing monuments of record;
 - f. Location, name and width of all existing or proposed streets, sidewalks, easements and rights-of-way within or adjacent to the proposed plat;
 - g. Location of significant physical features such as buildings, structures, water bodies, power lines and section lines within or adjacent to the proposed plat and 100 feet thereof;
 - h. Location and description of existing and proposed drainage, sewer and water facilities within or adjacent to the proposed plat;
 - i. Contours with intervals of five feet or less;
 - j. Lot lines of adjoining properties;
 - k. Vicinity map at smaller scale;
 - l. Zoning classifications;
 - m. Source of water supply;
 - n. Method of sewage disposal;
 - o. Legal description;
 - p. Date, scale and north point;
 - q. Boundary lines to scale of entire ownership, individual lots and easements;
 - r. Location of nearest fire hydrant within 1,000 feet;
 - s. Elevations above mean sea level if located in floodplain or floodway;
 - t. Surveyor's certificate;
 - u. Signature block for approval pursuant to AMC [17.16.050](#);
 - v. Acknowledged signatures of owners and notary public stamp;
2. Names and addresses of fee simple owners of all land within 400 feet of the perimeter of the proposed plat;

3. Environmental checklist;
4. Copies of any proposed covenants or restrictions and collective maintenance agreements, if applicable;
5. Other information deemed necessary by the decision-making body;
6. Current title certificate.

C. The clerk-treasurer shall then:

1. Prepare file;
2. Coordinate the input from those persons whose expertise is needed in reviewing the short plat, such as fire chief, engineer, superintendent of public works, waste water treatment plant operator, mayor, police chief, county health department and State Highway Department;
3. Schedule consideration before the planning commission;
4. Cause notice of public hearing to be published at least 10 days before hearing in a newspaper of general circulation in the area. Additional notice shall be given by mailing to owners within 400 feet;
5. Schedule review of the environmental checklist by the appropriate body for determination whether an environmental impact statement is needed.

D. The planning commission shall:

1. Conduct the public hearing;
2. Review the preliminary plat for conformance with Chapter [17.24](#) AMC, Minimum Standards;
3. Recommend approval, approval on condition, disapproval, or cause the public hearing to be continued in accordance with the time limitation imposed by RCW [58.17.140](#).

E. The final recommendation of the planning commission shall be forwarded to the city council at its following meeting, which body shall approve, approve on condition, disapprove or continue consideration of the preliminary plat; provided, that if substantial revisions are required the revised preliminary plat must first be subject to another public hearing.

F. Preliminary plat approval shall become void if a final plat is not submitted within three years, unless extended by the city council. (Ord. 20-854 § 1, 2020; Res. 19-653, 2019; Res. 19-651, 2019; Ord. 99-559 § 1, 1999; Ord. 98-540 § 1, 1998; Ord. 85-342 § 4(C), 1985)

17.16.035 Improvement requirements.

Following preliminary plat approval the subdivider shall:

A. Prepare construction plan and specifications in accordance with generally accepted engineering standards and then submit them to the city's engineer or such other engineer appointed by the mayor to act as city engineer for the purpose of the specific application for verification that they conform to Chapter [17.24](#) AMC, Minimum Standards; all expenses for engineering services performed pursuant to their section incurred by the city shall be reimbursed to the city prior to approval of final plat;

B. Complete improvements according to the approved plans and specifications or furnish the city with a bond or similar instrument in the amount of 120 percent of the cost as estimated by the acting city engineer. When improvements are completed, they shall be inspected by the engineer for compliance with the plans and specification and council notified or bond released as the case may be;

C. Provide the city with “as built” plans acceptable to city’s engineer once construction is complete. (Ord. 20-854 § 1, 2020)

17.16.038 Final plat.

A. Following completion of or preparation of bond for improvements and within the effective time period of preliminary plat approval application may be made to the clerk-treasurer for final plat approval. Application shall be reasonably complete with the following information or not be accepted:

1. A reproducible map with four copies prepared by a licensed engineer or land surveyor containing the following information:

- a. North point and scale (no smaller than 100 feet to one inch);
 - b. Boundary lines with accurate bearings and distances of the plat and lots thereof;
 - c. Location, name and width of all public rights-of-way and other features of the plat, including monuments and adjacent streets;
 - d. Reference of source of legal description;
 - e. Plat name, lot and block numbers;
 - f. Centerline of all streets with bearings, distances and radii or curves;
 - g. Legal description;
 - h. Dedication and acknowledgement;
 - i. Forms for signature of approval by the mayor and the acting city engineer;
 - j. Surveyor’s certificate;
 - k. Form for county auditor’s filing;
2. Certificate from county treasurer that all taxes have been paid;
 3. Street sections and profiles and other plans;
 4. Current title certificate;
 5. Bond for completion of improvements, if applicable;
 6. Copy of private covenants, if applicable.

B. The clerk-treasurer shall then coordinate input as in AMC [17.20.020\(C\)\(2\)](#) and schedule consideration before the city council.

C. The city council shall then review the final plat for conformance to the preliminary plat and any conditions attached thereto as well as adequacy of construction or bonding arrangements and other requirements of this chapter. Approval of final plat by the council shall be evidenced by signature of the mayor, before which all other signatures except that of the county auditor must be in place.

D. If approved, it shall be the responsibility of the applicant to have the final plat recorded by the county auditor and to return a copy with completed recording certificate. (Ord. 20-854 § 1, 2020)

17.16.040 Approval by consulting engineer.

The city's consulting engineer (or such other individual appointed by the mayor in the consulting engineer's stead) shall approve and affix his/her certificate of approval on the plat, if he/she finds:

A. The plat is accurate and correct in all detail;

B. Minimum improvements, including improvements to streets bordering the property, have been provided or adequate provisions have been made to assure that such improvements will be made when needed;

C. The proposed subdivision will not interfere with the future development of any remaining property under the same ownership, or of any adjacent property;

D. Adequate access is available for the proposed subdivision and any possible future development and dedication of a public street will not be required;

E. The lots conform to the requirements of the zoning ordinance and comprehensive plan adopted by the city for the area under consideration;

F. Other relevant facts necessary to determine whether the public use and interest will best be served by the short subdivision;

G. In all other aspects the short subdivision is in full compliance with provisions of this chapter. (Ord. 20-854 § 1, 2020; Ord. 99-559 § 2, 1999; Ord. 94-478 § 2, 1994; Ord. 85-342 § 4(D), 1985)

17.16.045 Disapproval by the consulting engineer.

If the consulting engineer finds the criteria set forth in AMC [17.16.040](#) have not been complied with, he/she may either disapprove the application or he/she may require that the applicant make necessary changes which will cause compliance, in order for the engineer to give approval. If the application is denied by the consulting engineer, the applicant may appeal the decision of the engineer to the city council. (Ord. 20-854 § 1, 2020; Ord. 94-478 § 3, 1994)

17.16.050 Signature and recording requirements.

A. The final approval shall be evidenced by signature of the consulting engineer or by the mayor if the application was appealed to the city council.

B. Once signed it shall be the responsibility of the applicant to have the short plat recorded by the county auditor and to return a copy with recording certificate to the clerk-treasurer. (Ord. 20-854 § 1, 2020; Ord. 94-478 § 4, 1994; Ord. 85-342 § 4(E), 1985)