

119 West First Street
 Cle Elum, WA 98922
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Stamp & initial

PRELIMINARY SHORT PLAT APPLICATION

*“Short plat” means of a division of any tract or parcel of land into nine or fewer lots, tracts, parcels, sites or other divisions of land for the purpose, whether immediate or future, of transfer of ownership, sale or lease or for building development. See **CEMC 16.14** for more information.*

OFFICIAL USE ONLY	
Permit #:	SP-20 -
Staff Person:	
Fee Total:	
Associated Permits:	

Applicant	
Name:	
Mailing Address:	
Phone Number:	Email:
Property Owner Same as applicant <input type="checkbox"/>	
Name:	
Address:	
Phone Number:	Email:
Project information	
Project Name:	
Project Location Address:	
Assessor’s Parcel No.	Zoning:
Description of project:	

Application Criteria¹	
1.	Two hard copies and one electronic copy (PDF) of the proposed preliminary plat including the following information:
a.	Drawn in ink to a scale that is no greater than one inch by one hundred feet and in all cases shall be a standard drafting scale.
b.	Name of short plat, which shall not be the same or similar name of any other subdivision in the county.
c.	Legal description.
d.	Scale, date, north arrow.
e.	Basis of bearings.
f.	Boundary lines of the property including length and bearing lines.
g.	The relationship of the plat to section and half-section lines and to any adjacent city boundary lines and monuments.
h.	The location, widths, and names of streets or other public ways, easements, railroad and utility rights-way within or adjacent to the property plat.
i.	The name and location of adjacent subdivisions and the location and layout of existing or proposed streets which are adjacent to or across contiguous right-of-way from the proposed development.
j.	The location and dimension of proposed lots, tracts, reserve areas and any public dedications, and lot and block numbers.
k.	The location, dimensions, and cross sections of all proposed streets.
l.	The location and dimension of all proposed access points to the lots.
m.	Preliminary erosion and stormwater plan.
n.	Proposed contour with intervals of five feet or less.
o.	Proposed contour intervals of five feet or less.
p.	The names and addresses of the owner, developers and surveyor or engineer who designed the plat.
q.	Phasing plan, if phasing of the final plat is proposed.
3.	One reduced size copy of the preliminary plat (8.5" x 11").
4.	Assessors quarter section map indicating the property location.
5.	Preliminary plans for all public improvements (sewer, water, roads, utilities, etc.).
6.	If the applicant is not the legal owner a signed authorization from the legal owner is required. ²
7.	A statement of how the proposed preliminary plat complies with the approval

	criteria.
8.	Payment of a fee that is consistent with the City of Cle Elum's fee schedule.
Decision Criteria	
The review authority shall approve a preliminary short plat if they find that the applicant has sustained the burden of proving that the application complies with the approval criteria in Section 16.12A.050 of this code, or that the application can comply with the criteria through the adoption of reasonable conditions of approval.	
CEMC 16.12A.050:	
1.	The preliminary plat is in the public interest.
2.	The subject preliminary plat is consistent with the comprehensive plan.
3.	The preliminary plat shall conform to the applicable requirements of the zoning district in which it is located including but not limited to requirements for area, dimensions, use and density.
4.	The preliminary plat conforms to the applicable standards in Chapter 18.01, Maintenance, Enhancement and Preservation of Critical Areas of this code.
5.	For those preliminary plats located within a designated floodplain, conformance with the applicable requirements of CEMC Chapter 15.24.
6.	The preliminary plat includes appropriate provisions for public, health, safety and welfare, for open spaces, drainage ways, streets or roads, alleys, other public ways including trails, transit stops, potable water, sanitary waste disposal, parks and recreation, playgrounds, schools, sidewalks and safe walking conditions for those students who will only walk to school.
7.	The preliminary plat conforms or can conform to adopted standards for the construction of all public facilities including streets, sidewalks, stormwater control, sewer systems, water systems and street lighting.
8.	Every proposed lot, tract or area in the preliminary plat has an approved access to a public right-of-way.
9.	The proposed preliminary plat conforms to the established design requirements.
10.	The proposed preliminary plat will not cause the level of service of public facilities or services to drop below established limits.
11.	The proposed preliminary plat is consistent with any other applicable city regulations, and development or other agreements specific to the subject property.

1. The application will not be processed and deemed incomplete if not all required criteria is not attached to application on the day of submission. The Planner may chooses to wave some of the requirements. If any of the required criteria is provided in another permit please cite that permit.
2. The owner can sign in allotted space provided under the authorization section of the application or send the City Planner a letter.

Authorization

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient for denial of the request. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application. The applicant further agrees to pay all fees specified in the City's fee schedule for the permit and expenses associated with the review of the application. The applicant gives consent to the City to enter the property(s) listed above for the purpose of inspecting and verifying information presented in this application

Applicant Signature:

Date:

Owner Signature:

Date: