

**TOWN OF SOUTH PRAIRIE
SHORT SUBDIVISION APPLICATION**

FOR TOWN USE ONLY
Date received: _____
Fee paid: _____
Receipt #: _____
Received by: _____

APPLICANT INFORMATION

Applicant's Name _____

Address _____

Telephone/FAX _____

If owner is different from applicant, what is the legal relationship of the applicant to the owner that entitles the applicant to make application? _____

Applicant's Signature _____ Date _____

Owner's Name _____

Address _____

Telephone/FAX _____

I (we) grant the above applicant permission to use my (our) property in the manner described in this application.

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

Representative's Name _____

Address _____

Telephone/FAX _____

We the above signatories attest under penalty of perjury that the information in this application is true and accurate. We also understand that it is our responsibility to understand and comply with all applicable federal, state, and local regulations.

CONTACT PERSON/ENTITY

Please designate a single person/entity to receive determinations and notices from the Town

Name _____

Address _____

Telephone/FAX _____

GENERAL INFORMATION

Project Address/Location _____

Assessor Parcel Number(s) _____

Current Zoning _____

MAP/PLAT REQUIREMENTS

Submit seven (7) copies of the short plat with this application. The map/plat must show:

- the boundary lines of the lots;
- the location and width of any easements, streets, and utility rights-of-way;
- any adjoining property you may own
- a vicinity map showing the location of any other permanent features in the area that could be affected (such as existing streets, platted but not constructed streets, or any waterway including wetlands or drainageways)

TITLE REPORT

Submit a title report issued by a title company showing property ownership and any easements or other encumbrances, dated no more than 30 days before application submittal

**TOWN OF SOUTH PRAIRIE
SHORT SUBDIVISION APPROVAL INFORMATION**

BACKGROUND

Requirements for obtaining short subdivision approval are outlined in South Prairie Unified Development Ordinance Chapter 16.03. “Short subdivision” means the division or redivision of land into four or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership. A “short plat” is a map of a short subdivision.

SUBMITTAL CHECKLIST

- _____ Short Subdivision Application Form
 - _____ Seven (7) copies of the short plat, with appropriate additional information as specified on the application form
 - _____ Title report issued by a title company showing property ownership and any easements or other encumbrances, dated no more than 30 days before application submittal
 - _____ Application fee (see current Fee Schedule)
-

APPLICATION PROCESS

You may request a pre-application conference with the Town Planner before filing a Short Subdivision Application to discuss requirements and the review process. Once the materials listed above have been submitted, the Town Planner will send copies of the proposed short subdivision to the following individuals for comment:

- Town Engineer;
- Fire Chief;
- Superintendent of Schools;
- Police Chief;
- District Manager of Department of Transportation (if adjacent to state highway); and
- other agencies, as appropriate.

The Town Planner will then forward the application and related materials to the Planning Commission. The Planning Commission will review the application and make a recommendation to the Town Council. After considering comments from the individuals listed above, the criteria listed on page 2, and the application materials, and the recommendation of the Planning Commission, the Town Council will approve, approve with conditions, or deny the short subdivision request. *The final short plat will not be considered approved until you file a signed copy of it with the Pierce County Auditor.*

APPEALS

You may appeal decisions of the Town Council to the Pierce County Superior Court.

CRITERIA

In reviewing the application for recommendation for short plat approval, the Planning Commission and Town Council will consider the following criteria:

- **Whether the short plat meets applicable zoning and other land use regulatory requirements** of the Town and state. No short plat will be approved unless it is found to be in compliance with applicable zoning requirements;
- **Whether the proposed short subdivision is already adequately served by sidewalks and other planning features that assure safe walking conditions for students who walk to and from school and others who may use the sidewalks;**
- **Whether the design, shape, size, and orientation of the proposed short subdivision are appropriate to the proposed use for which the lots are intended and are compatible with the character of the area in which they are located;**
- **No short plat covering any land situated in a flood control zone (as provided in Chapter 86.16 RCW) will be approved unless prior written approval from the state Department of Ecology is provided. Construction of protective improvements may be required as a condition of approval, and the improvements will be noted on the approved short plat;**
- **Whether easements are provided and conveyed where necessary for utility installation and maintenance, public access, drainage, and buffer strip or protective easements;**
- **When only a portion of an entire tract is proposed to be short subdivided, the Town Planner will consider how the proposed lots and improvements will eventually relate and coordinate with the entire tract when fully platted.**

In accordance with Chapter 58.17 RCW, the following will also be considered:

- **whether the proposed short subdivision is in conformance with the Town's Comprehensive Plan.**
- **whether appropriate provisions have been made for, but not limited to, the public health, safety, and general welfare, for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds.**
- **whether sidewalks and other planning features assure safe walking conditions for people who use them, including students who only walk to and from school.**
- **whether capital facilities to be provided by the Town can be provided concurrently with the expected development, in accordance with the Comprehensive Plan.**
- **whether the public interest will be served by the short subdivision and dedication.**
- **the physical characteristics of the proposed short subdivision, including flood, inundation, or wetland conditions (which are grounds for disapproval). No plat will be approved if it covers any land situated in a flood control zone as provided in RCW 86.16 without the prior written approval of the Department of Ecology of the State of Washington.**