



Preliminary Short Plat Application Form

PSP
APPLICATION

Community Development Department
321 S. Balsam, Moses Lake, WA, 98837 509-765-3743 (Building) 509-765-3745 (Planning) Planning@cityofml.com

Applicants are required to request a pre-application meeting with the city. Pre-application meetings with staff provide an opportunity to discuss the proposal in general terms, identify the applicable city requirements and the permit review process including the permits required by the action, timing of the permits and the approval process.

Application Fee is listed in the City of Moses Lake's adopted fee schedule. The Planning Division will be unable to accept your Short Plat Application Form if you fail to provide ALL of the following required material.

OFFICIAL USE ONLY:	
Staff Person:	
Date Submitted:	
Fee Total:	
FILE #:	
Pre-App Date:	

PROPERTY OWNER: (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)

Legal Owner Name(s):		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

***APPLICANT:** Owner Contractor Tenant Other

Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

CONTACT PERSON: Owner Contractor Tenant Other

Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

PROJECT INFORMATION:

Parcel Number(s) of Site:	
Site Address (if any):	
City Zoning Designation:	

PROJECT INFORMATION:

Moses Lake Municipal Code 17.09. 030 requires that application for short plats may only be approved if/all the following are satisfied:

Application contents. Applications for a preliminary subdivision shall contain the following:

Prior to submitting a preliminary short subdivision application, the applicant shall schedule a pre-application conference with the Plat Administrator. During the pre-application conference, the applicant shall present a conceptual idea of the subdivision, and City personnel will respond informally to the applicant about potential items of concern or clarification, to aid the applicant in preparing the preliminary short subdivision application.

2. All preliminary subdivision applications shall be submitted to the Plat Administrator.

3. A completed preliminary short subdivision application shall include the following items:

a. A completed preliminary subdivision application form, signed by the property owner, on a form provided by the Community Development Department.

b. A non-refundable fee per Chapter 3.54.

c. A reduced set of all application drawings, each drawing on eleven inch (11") by seventeen inch (17") paper. Smaller sized drawings may be approved by the Plat Administrator.

d. A plat certificate from a title company licensed to do business in the State of Washington confirming that the title of the lands corresponds with the owners described and shown on the plat and instrument of dedication. The plat certificate shall be dated within thirty (30) calendar days of filing.

e. Twelve (12) full-size copies of the preliminary plat. The preliminary plat shall be a neat and accurate drawing, stamped and signed by a land surveyor. The preliminary short plat shall show sufficient detail and information to provide verification that the proposed subdivision layout can meet all approval requirements of a subdivision. The format shall be as specified in Chapter 17.15, with the ultimate goal of the applicant to provide a final plat per specifications in Chapter 17.15. Specific items that are required on a preliminary plat are listed below.

1) Name of proposed subdivision, names of all existing streets within the survey, and names of all proposed streets.

2) Boundaries of proposed subdivision established by the preliminary survey, and locations of the monuments found and established during the preliminary survey.

3) All proposed lots with their dimensions, lot numbers, block numbers, and lot areas.

4) Location and dimension of all existing and proposed streets, alleys, rights-of-way, municipal easements, public utility easements, and other public lands within and adjacent to the proposed subdivision.

5) Location and dimensions of all existing and proposed USBR irrigation water rights-of-way on and adjacent to the proposed subdivision.

6) Legal description of land within the proposed subdivision.

7) Name, address, and seal of the land surveyor who made the preliminary survey.

8) Date map is prepared, vicinity map, scale, north arrow, basis of bearing, vertical datum.

f. Three (3) full-size copies of the site plan. Site plans shall be provided on a separate sheet from the plat, per site plan requirements listed in Chapter 17.15.

g. Deviation requests.

h. Traffic memos are required if the subdivision will increase traffic by more than one hundred (100) trips per day or more than ten (10) peak-hour trips.

SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:

I, _____, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

Signature of Legal Owner: (or Authorized Agent)		Date:	
---	--	--------------	--