



Preliminary Major Subdivision Application

PMS
APPLICATION

Community Development Department
321 S Balsam St., Moses Lake, WA (509)764-3743 (Building) (509) 764-3745(Planning) MTorrey@cityofml.com

A pre-application meeting is required prior to submitting a Major Plat application. Land Subdivisions that create 10 or more lots are referred to as a Major Plat. Subdivisions that are granted preliminary approval shall be effective for a period set forth in RCW 58.17.140, during which time the final subdivision application shall be submitted for approval and recording.

Application Fee is based on City of Moses Lake's adopted Fee Schedule. The Planning Division will be unable to accept your Major 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 City Code 17.12.030 requires that application for major plats may only be approved if/all the following are satisfied

Application contents. Applications for a preliminary subdivision shall contain the following:
The minimum application requirements set forth in MLMC 17.12.030 and a completed subdivision application form provided by the department, which shall include the signatures of all owner’s of interest in the land involved in the preliminary subdivision:

- 2. All preliminary major subdivision applications shall be submitted to the Plat Administrator.
- 3. A completed preliminary major 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 major 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. An environmental checklist for the proposed subdivision is required to be completed by the applicant and submitted with all subdivision applications.
 - h. Deviation requests.
 - i. 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: