



Address:
100 3rd Ave SE
Pacific, WA 98047

Phone & Fax:
Ph: (253) 929-1100
Fax: (253) 887-9910

Website:
<https://www.pacificwa.gov>

FINAL SHORT PLAT APPLICATION

DEFINITION AND PURPOSE:

A short subdivision (short plat) is the division of one contiguous parcel into four (4) or fewer lots.

The purpose of a short plat is to divide land according to minimum standards in order to promote and protect the physical well-being of the City of Pacific. This includes ensuring adequate circulation patterns, and insuring adequate light and air. It also means providing for adequate utility improvements such as a distribution system for water, a sanitation system for safe waste disposal, and storm drainage system to protect flooding and erosion.

CONDITIONS FOR APPROVAL:

The **applicant** must show that the final short plat complies with all conditions of preliminary short plat approval, in addition to all municipal code regulations in effect at time of application, which may include, but is not limited to:

1. The proposed lots must conform to the Comprehensive Plan and Zoning Ordinance criteria.
2. The proposed lots are served with adequate means of access for vehicles, utilities, fire protection, drainage, water supply and means of sanitary sewage disposal.
3. The public use and interest will be served by permitting the proposed division of land.
4. A survey and legal description of the proposed lots are completed by a registered land surveyor and submitted to the City.
5. No existing building or structure is made sub-standard or non-conforming in any respect upon approval and recording of the final short plat.

SUBMITTAL:

If you have any questions, please contact the Department of Planning and Community Development Department at (253) 929-1110.

FINAL SHORT PLAT FEE: \$500.00

Final Short Plat Drawing Required Content: (See attached example)

Please submit all of the items listed on the attached checklist.

Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW 36.70B.070.



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APPLICATION

FILE NO: _____

PARCEL NO: _____

1. PROPERTY OWNER:

(If there are more owners, attach an additional sheet with names, addresses, contact information and signatures)

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
Alt. Phone: _____ Email: _____

2. DESIGNATED CONTACT PERSON:

(The person who will receive and disseminate all correspondence from the City)

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
Alt. Phone: _____ Email: _____

3. SURVEYOR:

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____ Email: _____

4. ENGINEER:

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____ Email: _____



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APPLICATION *(cont'd)*

5. PROPERTY:

Zone: _____ Current Lot Size (Sq. Ft.): _____

Proposed Size (Sq. Ft.): Lot 1: _____ Lot 2: _____

Lot 3: _____ Lot 4: _____

Source of Water: _____

Sewage Disposal: _____

Statement of existing drainage conditions of site: _____

Statement of soils type and condition: _____

I CERTIFY THAT THE INFORMATION FURNISHED BY ME AS PART OF THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

PROPERTY OWNER(s):

Signature Printed Name Date

Signature Printed Name Date



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CHECKLIST

SUBMITTAL REQUIREMENTS		Applicant	Staff
1	Please submit 1 original and 2 copies of the 18" x 24" final plat. All versions must be signed by the surveyor and notarized and signed by the owner(s). Also submit one (1) CAD (.dwg) version and one (1) as-built electronically saved to pdf.		
2	Final Short Plat name and File Number Block in upper corner.		
3	Surveyor's Certification, date and stamp shown on drawing. (RCW 58.09.080)		
4	Surveyor's name and address block shown on drawing.		
5	Certification by the King or Pierce County Finance Department that all property taxes have been paid. (RCW 58.08.030-040)		
6	King County or Pierce County Recorder's Signature Block located on the bottom or right edge of the map. (WAC 332-130-050)		
7	City of Pacific Approval Signature Blocks for Department of Community Development and Department of Public Works and date.		
8	Notary declaration, date and stamp certification of property owner's signature(s).		
9	Name of Property Owner and Final Short Plat Address shown.		
10	Legal descriptions for the proposed lots and easements shown.		
11	Show the legal description of the land to be subdivided (original parcel). This should match the Title Report.		



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CHECKLIST *(cont'd)*

SUBMITTAL REQUIREMENTS		Applicant	Staff
12	Show streets, building structures, water courses, and bridges. Buildings should be labeled existing or to be demolished.		
13	Dedication statement including owner's acknowledgement and property owner signature lines with names under the signature line(s) and date giving full and correct description of the lands divided as they appear on the short plat, including a statement that the short plat has been made with the free consent and in accordance with the desires of the owners. (RCW 58.17.165)		
14	Existing public rights-of-way with name, width and surface type shown.		
15	Existing easements shown with recording numbers.		
16	The face of the Short Plat containing a private road easement bears the Statement: " Warning: The City of Pacific has no responsibility to build, improve, maintain, or otherwise service the private roads contained within, or providing service to, the property described in this plat. "		
17	All found monuments (description, type, and size) are labeled and referenced to an existing County Survey and/or Survey of Record.		
18	Legend showing symbols for monuments found and survey makers and monuments set shown.		
19	All monuments have been installed prior to the recording of the final short plat and tied to Section Monuments.		
20	Quarter Section Vicinity Map showing Section Number and plat site.		



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CHECKLIST *(cont'd)*

SUBMITTAL REQUIREMENTS		Applicant	Staff
21	Numerical Scale, graphic scale and north arrow shown on drawing.		
22	Section, Township, and Range shown on drawing.		
23	A lot number system and a house address system shall be provided by the municipality for short subdivisions and the house number(s) must be clearly shown on the short plat at the time of approval. (RCW 58.17.280)		
24	Datum as prescribed by the City Public Works Director.		
25	Lot closure calculations and field notes submitted by the Surveyor.		
26	"Basis of Bearing" shown on drawing with bearings and distances on all lot sides.		
27	All curve information includes central angle (Delta), radius, tangent, length, length of arc, and long cord bearing and distance clearly shown.		
28	A printed computer plot closure, or demonstrated mathematical plot closure on all lots, streets, alleys, easements and boundaries submitted.		
29	All lot corners staked correctly on the ground prior to recording of the Final Short Plat.		
30	Deed legal description at variance with survey identified and submitted.		



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CHECKLIST *(cont'd)*

SUBMITTAL REQUIREMENTS		Applicant	Staff
31	Verification by the City of Pacific Finance Department that all delinquent and current special assessments outstanding on property are paid in full.		
32	Short Plat Restrictive Covenants submitted to be recorded with Plat.		
33	Signed "Mutual Maintenance Agreement" for infrastructure and Surface Water Drainage Facilities submitted for recording.		
34	Engineering Plan and storm drainage report, prepared by a licensed Professional Engineer, for the construction of the access roadway and Storm Drainage Facilities submitted. Submit as-built infrastructure improvements and/or details. i.e. Curb, gutter, and sidewalk along street frontage (both streets)		
35	Storm drainage improvements shall be installed pursuant to Title 24 PMC.		
36	Two (2) year "Maintenance Bond" for all public infrastructure and storm drainage has been submitted.		
37	All infrastructure improvements have been completed and the City of Pacific Engineer has inspection and approved the work.		