



# Final Subdivision Application

PA-13  
APPLICATION

## Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) comdev@ci.ellensburg.wa.us

Final Subdivision (long and short plat) applications are subject to the Type I review process as set forth in Chapter 15.210 ECC. The Planning Division will be unable to accept your Final Subdivision Application Form if you fail to provide all the required material. The final subdivision application, or portion thereof, shall be approved, disapproved, or returned to the applicant by the city within 30 days from the date of application.

Application Fee: No application fee

## OFFICIAL USE ONLY:

Staff Person:	
Date Submitted:	
Fee Total:	XXXX
FILE #:	
Associated Permit File #:	

**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): \_\_\_\_\_

**APPLICATION REQUIREMENTS:**

Ellensburg City Code 15.260.100, Final subdivision applications are subject to the Type I review process and must contain the following application contents:

		Yes	No
1.	Final Subdivision application with signatures of landowners involved in the subdivision.		
2.	(3) Copies of final plat drawing, an electronic copy, and one 11x17 copy.		
3.	Certification signed by treasurer's office that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid.		
4.	Approved engineered design drawings (civil plans) for all required improvements. Drawings shall be approved by city engineer prior to filing of final plat application.		
5.	Title report of property to be subdivided IF the final plat application is not submitted within 120 calendar days of preliminary approval.		
6.	Subdivision Improvements Agreement (if improvements are not to be installed prior to final plat application and will be bonded for instead). Agreement must include the following: a. List of required subdivision improvements; b. Cost estimate of improvements; c. Phases of development of the subdivision, if phasing was provided for and approved in the preliminary subdivision approval, and completion dates for said phases; d. Provisions for the dedication of park land or payment of fees in lieu of such land if applicable. e. A bond guaranteeing the installation of the public improvements which shall meet the requirements of the Public Works development standards and be approved and accepted by the city engineer. f. In lieu of a bond the applicant may fulfill the public improvements requirement by installing the improvements required in the preliminary subdivision approval under the direction of the city engineer.		
7.	Copy of any deeds, covenants, conditions, or restrictions together with a copy of the documents which establish and govern any HOA.		
8.	A matrix listing the preliminary approval conditions individually and how they have been satisfied. This shall include copies of any documents necessary to verify compliance with each condition.		

**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 here within is written permission from the owner(s) authorizing my actions on his/her/their behalf.

**Signature of Legal Owner:**  
(or Authorized Agent)

**Date:**



## COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St., Ellensburg WA 98926  
Land Use Permitting (509) 962-7231      Construction Permitting (509) 962-7239  
comdev@ci.ellensburg.wa.us      permits@ci.ellensburg.wa.us

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Pursuant to Ellensburg City Code 15.260.100(B)(2)(h) Final subdivision application review procedures and criteria that states, "a certification signed by the county treasurer's office that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid."

### Kittitas County Treasurer's Office Review

This certifies that all taxes and delinquent assessments for parcel

number(s) \_\_\_\_\_,

for the current tax year of \_\_\_\_\_, have been paid in full.

Tax Status: \_\_\_\_\_  
Year \_\_\_\_\_

By: \_\_\_\_\_  
Kittitas County Treasurer's Office

Date: \_\_\_\_\_