



# Short Plat Application Form

**PA-06**  
APPLICATION

## Community Development Department

501 N. Anderson, Ellensburg, WA 98926

(509) 962-7239 (Building) [permits@ci.ellensburg.wa.us](mailto:permits@ci.ellensburg.wa.us) (509) 962-7231 (Planning) [comdev@ci.ellensburg.wa.us](mailto:comdev@ci.ellensburg.wa.us)

Applicants are encouraged 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. A pre-application meeting is required prior to submitting an application for any Type III or IV permit, major design review project (Type II review) permit, and for an application for a permit located within a critical area or its buffer, pursuant to ECC Article 6.

Application Fee: \$350 (Pre-App Fee \$500 may also be applied here). See breakdown of fees required at submittal and prior to issuance of a decision

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 #:	\$280.00 Due at Submittal \$70.00 Due prior to issuance
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):	
City Zoning Designation:	

(OVER)

## PROJECT INFORMATION:

Ellensburg City Code 15.260.120 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:

1. The minimum application requirements set forth in ECC 15.220.020 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. Payment of a the application fee in the amount established in the city's adopted fee schedule;
3. **No SEPA Checklist is required unless the proposed short subdivision is determined to not be exempt from SEPA review;**
4. A completed critical area information form or critical area report pursuant to ECC Article 6, if applicable;
5. A title report of the property to be subdivided;
6. A recorded copy of the deed for the property to be subdivided;
7. Copies of all existing or proposed restrictive covenants involving the land within the proposed subdivision;
8. Names and addresses of the owner(s) of the property to be subdivided and of any person or entity holding an interest in the property as identified on the title report in sub-section 5 above;
9. Names and addresses of all property owners within 300 feet of the boundaries of the proposed subdivision as those names appear on the records of the Kittitas County Assessor;
10. The preliminary subdivision plat drawing which shall comply with all general drafting standards and Tier 3 drafting guidelines required by the city's public works development standards – Section 5 - drafting standards. Five copies of the drawing shall be provided with the application, along with an electronic copy on CD media in a format readable by the city's current version of AutoCAD, and one reduced copy not to exceed 11-inches by 17-inches. In addition to the drafting standards set forth in the city's public works development standards, such drawing shall clearly show the following:
  - a. Vicinity sketch showing the parcel boundaries and the major street system, with street names, within a one-quarter-mile radius;
  - b. Zoning of the property proposed for subdivision;
  - c. Location and size of existing and proposed utilities, railroads, and irrigation rights-of-way on the property proposed for subdivision;
  - d. Plan view of proposed streets, their names and widths, pedestrian ways, all utilities and easements;
  - e. Location and size of all proposed ditches, culverts, catch basins, detention or retention ponds or other parts of the design for the control of surface water drainage;
  - f. Approximate boundaries of all areas subject to irrigation or storm water overflow;
  - g. Location, width and direction of flow of all watercourses on the site; and
  - h. Location and identification of all critical areas, including associated buffers, on the property proposed for subdivision or on adjacent properties, as required by ECC Article 6;
11. Preliminary grading plan pursuant to public works department requirements;
12. Preliminary storm water plan pursuant to public works department requirements;
13. Preliminary landscaping plan pursuant to Articles 4 and 5 of this title;
14. A narrative addressing ownership and maintenance of open spaces, stormwater facilities, public trails and critical areas, and the applicable approval criteria and standards of the Ellensburg Municipal Code. It should also address any proposed building conditions or restrictions;
15. Transportation study, if required by the public works department;
16. Location of any proposed building envelopes on the lots being created; and
17. Any other information in the opinion of the director which is necessary to determine if the proposed subdivision makes appropriate provisions for physical problems or hazards involving public health, safety and/or welfare.

## 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:**