



CITY OF GIG HARBOR
SHORT PLAT APPLICATION

CITY USE ONLY

Case Number _____
Date Received _____
By _____

Name of Short Plat _____

Applicant

(name)

(street address)

(city & state) (zip)

Property location:

Property Address _____
Section _____ Township _____ Range _____
Assessor's Parcel Number _____

Owner

(name)

(street address)

(city & state) (zip)

Surveyor

(name)

(street address)

(city & state) (zip)

I (We)

(signature) (date)

(signature) (date)

Engineer

(name)

(street address)

(city & state) (zip)

do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owners or owner under contract of the herein described property and that the foregoing statements and answers are in all respects true and correct on my information and belief as to those matters, I believe it to be true.

Property Information:

Existing Zoning Designation: _____ Wetlands on site? _____ Slopes exceeding 15%? _____

Existing land use: Describe (or illustrate separately) existing land use, including location of all existing structures and setbacks (in feet) from property lines.

Proposed use for each lot:

Stormwater Management: Describe (or illustrate separately) how stormwater will be managed on the property. (Description should include current slope, drainage vectors, approximate degree and extent of stormwater and how it will be contained).

Application Checklist

The short plat application must be accompanied by the following information. Please check the appropriate box to verify that the information as described is attached:

Preliminary Utilities Plan is attached:

Yes ☐ No ☐

(Utilities plan must show the general layout of water, sanitary and storm sewer, and power lines)

List of Adjacent property owners is attached:

Yes ☐ No ☐

(List should include names and addresses of adjacent property owners on all sides of the property)

Preliminary Short Plat Checklist

Preliminary Short Plats must contain the following information. Please check appropriate box to verify that the information is shown on submitted plat:

Yes

No

☐☐

The name of the short subdivision.

☐☐

A legal description of the original parcel.

A map depicting the following information:

☐☐

(a) Boundaries of subject property.

☐☐

(b) Dimensions of lots created and/or metes and bounds description.

☐☐

(c) Date of the map.

☐☐

(d) A north arrow.

☐☐

(e) A scale of the map no less than 1 inch equals 50 feet.

☐☐

(f) The total area of the short plat.

☐☐

(g) The total area of each lot.

☐☐

(h) Vicinity map which relates property location respective to public roads, natural water courses (lakes, streams or ponds), including wetlands, and any bluffs or slopes exceeding 15%.

Short Plat Checklist

SP

Checklist for All Projects

19.02.002

- A. ☐ A completed project application form.
- B. ☐ A verified statement by the applicant that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the
- C. ☐ A property and / or legal description of the site.
- D. ☐ The applicable fee.
- E. ☐ Evidence for adequate water supply as required by RCW 19.27.097 or a copy of an application for city of Gig Harbor water concurrency determination, per GHMC 19.10.011(A).
- F. ☐ Evidence of sewer availability or a copy of an application for city of Gig Harbor sewer concurrency determination, per GHMC 19.10.011(A).
- G. ☐ A completed transportation concurrency application and traffic report, per GHMC 19.10.011(A).

In addition to requirements of GHMC 19.02.002 please provide:

- 1 ☐ 5 complete sets of submittal materials including wetland reports and traffic reports. Plan sets are to be of the same size sheets collated and bound, (preferred size of 24" x 36"). Please provide 2 sets of reduced size 11"x17". Please tile sheets if needed to meet required scale.

If your project requires multiple permits, only 5 sets, plus 2 reduced sets, are required. Please combine the requirements of all permits into the bound sets.

A building and fire code note sheet is required with all submittals which shall include the following information:

- 1 ☐ Water purveyor name.
- 2 ☐ Proposed turning radii and emergency vehicle turnaround locations within required emergency vehicle access roads must be called out on the plans.
- 3 ☐ Proposed fire hydrant locations must be called out on the site plan.
- 4 ☐ ADA accessible site features (parking, routes, etc.)

Short Plats

16.04

An application for a short plat is considered complete upon submittal of the information as required under **GHMC 16.04.001 (requirements for a complete application)** and **GHMC 16.08.003 (general requirements for filing plat for record)** this is in addition to the application requirements of **GHMC 19.02.002**.

16.04.001

- B. ☐ A proposed short plat must include pertinent survey data compiled as a result of a survey made by or under the supervision of a land surveyor registered in the state and engaged in land surveying.

- C 1 ☐ A sketch or map using a scale of 100 feet to one inch or larger of the entire contiguous tract owned by the applicant which shall show:
- a ☐ The owners of adjacent land and the names of any adjacent subdivisions.
 - b ☐ Lines marking the boundaries of the proposed lots.
 - c ☐ Approximate locations of existing buildings, structures, utilities, underground storage tanks, and streets and ways or easements for such streets and ways within and adjacent to the tract.
 - d ☐ Legal description of the tract and legal descriptions of all proposed lots.
 - e ☐ Name and address of the owner(s) of the tract.
- 2 ☐ Certificate giving full and complete description of the lands divided as they appear on the short plat, including a statement that the short subdivision has been made with free consent and in accordance with the desires of the owner(s). If the short plat includes a dedication, the certificate shall also contain the dedication of all streets and other areas to the public and individual(s), religious society or societies or of any corporation, public or private, as shown on the short plat and a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage, and maintenance of the road. The certificate shall be signed and acknowledged before a notary public by all parties having any interest in the lands subdivided.
- 3 ☐ All short plats containing a dedication must be accompanied by a title report confirming that the title of the lands as described and shown on the plat is in the name of the owner signing the certificate. Roads not dedicated to the public must be clearly marked on the face of the plat. Any dedication, donation, or grant as shown on the face of the plat shall be considered to all intents and purposes as a quitclaim deed to the donee(s), grantee(s) for his, her or their use for the purpose intended by the donors or grantors as aforesaid.

16.08.003

- A. ☐ Contain a statement of approval from the city road engineer as to the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems, and other structures.
- B. ☐ Be accompanied by a complete survey of the section or sections in which the plat or replat is located made to surveying standards adopted by the division of engineering services of the department of natural resources pursuant to RCW 58.24.040. The surveyor shall certify on the plat that it is a true and correct representation of the lands actually surveyed.
- C. ☐ Be acknowledged by the person filing the plat before the auditor of the county in which the land is located, or any other officer who is authorized by law to take acknowledgment of deeds, and a certificate of said acknowledgment shall be enclosed or annexed to such plat and recorded herewith.
- D. ☐ Contain a certification from the proper officer or officers in charge of tax collections that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied or discharged.
- F. ☐ Show the permanent control monuments established at each and every controlling corner on the boundaries of the parcel of land being subdivided.
- G. ☐ Show the lot numbers and house addresses on the short subdivisions at the time of approval.

This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections