



6000 Main St. SW  
Lakewood, WA 98499  
Phone: (253) 512-2261

# Short Plat Amendment Application

Application Fee: \$1000.00  
Technology Fee: \$20.00

# Copies Required:	Description of Required Documents:	Required:
1	Plat Alteration Application Fee	A
2	Plat Alteration Application	A
1 per agency	Supporting documentation which demonstrates that your application has been filed for review with the following agencies: <ul style="list-style-type: none"> <li>➤ Pierce County Assessor</li> <li>➤ Pierce County Public Works (if on sewer)</li> <li>➤ Tacoma-Pierce County Health Department (if on septic)</li> </ul>	A
1	Applicant/Owner Affidavit of Posting*	A
6	18" x 24" Copies of plat alteration	A
3	Current Title Report (Issued within 30 Days of submittal)	A
2	Documentation necessary to verify legal lot status. Refer to LMC 18A.60.090.A.2. These documents may include recorded deeds, subdivision records, or recorded boundary line adjustments or possibly a chain of title report. **	A
1	Statement of Approval (see "H" on next page)	A
1	Copy of Restrictive Plat Covenants (see "I" on next page)	A
1	8 ½" x 11" Reduction of Short Plat	A
2	Tree Retention Plan (See CDD Handout #5)	M
(See SEPA form)	SEPA Application and Fee	M

A=Always required.

M=May be required.

- PRIOR TO APPLICATION SUBMITTAL, the applicant will be required to post a notice board on the property. The notice board shall be a four foot by four foot (4'x4') plywood generic notice board mounted and bolted onto at least two (2) four inch by four inch (4"x4") wood posts and placed securely in the ground. The notice board shall be placed by the applicant in a conspicuous location on the street frontage bordering the subject property.
- \*If you have any questions, please ask to speak with a planner.
- All large maps must be folded to fit into a 10" x 13" envelope with the application name of the plan showing. All above items and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted as complete. Handouts and application forms may be revised without notice.

**THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A PLAT ALTERATION APPLICATION:**

- A. The completed original application form and one (1) additional copy, making sure that all of the required signatures have been obtained.
- B. One (1) copy of the Applicant/Owner Affidavit of Posting form, to include all of the required signatures.
- C. Supporting documentation which demonstrates that your application has been filed for review with the following agencies:
  - Pierce County Assessor
  - Pierce County Public Works (if on sewer)
  - Tacoma-Pierce County Health Department
- D. Six (6) 18" x 24" copies of the proposed plat alteration.
- E. Three (3) copies of a current title report (issued within 30 days of plat alteration submittal).
- F. Two (2) copies of documentation necessary to verify legal lot status. Refer to LMC 18A.60.090.A.2. These documents may include recorded deeds, subdivision records, or recorded boundary line adjustment documents or possibly a chain of title report.\*
- G. One (1) 8 ½ by 11" reduction of plat map.
- H. A statement of approval for the proposed plat alteration signed by a 50 percent majority of the property owners within the subject subdivision or portion thereof to be altered. Should the plat alteration propose to change any portion of the binding covenants of the original plat, the statement of approval shall be signed by ALL property owners within the subject subdivision.
- I. One (1) copy of the restrictive covenants of the subject subdivision, if applicable.

\*If you have any questions, please ask to speak with a planner.

**ALL LARGE MAPS MUST BE FOLDED TO FIT INTO A 10" x 13" ENVELOPE WITH THE APPLICATION NAME OF THE PLAN SHOWING.**

**All above items and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted as complete. Handouts and application forms may be revised without notice.**



# SHORT PLAT AMENDMENT APPLICATION

ADDRESS/LOCATION: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_ ZONE: \_\_\_\_\_

PIERCE COUNTY PARCEL NUMBER (S): \_\_\_\_\_ ACRES: \_\_\_\_\_

PROPOSED PLAT ALTERATION/INTENT:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT:** (mandatory)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Professional License No: \_\_\_\_\_

Signature: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**AGENT/ CONSULTANT/ ATTORNEY:** (mandatory if primary contact is different from applicant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ License No: \_\_\_\_\_

.....  
**PROPERTY OWNER 1:** (mandatory if different from applicant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

**PROPERTY OWNER 2:** (if more than two property owners attach additional info/signature sheets)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we constitute all of the legal owners of the property described above and designate the above parties to act as our agent with respect to this application:

.....  
**OFFICE USE ONLY:**

DATE APPLICATION RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

DATE APPLICATION COMPLETE: \_\_\_\_\_ COMPLETENESS REVIEW BY: \_\_\_\_\_

## APPLICANT/OWNER AFFIDAVIT OF POSTING

PRIOR TO APPLICATION SUBMITTAL, the applicant is required to post a notice board on the property. The notice board shall be a four foot by four foot (4'x4') plywood generic notice board mounted and bolted onto at least two (2) four inch by four inch (4"x4") wood posts and placed securely in the ground. The notice board shall be placed by the applicant in a conspicuous location on the street frontage bordering the subject property. The affidavit is to be completed and submitted with the application **after** the notice board has been installed.

I, \_\_\_\_\_ state and swear; that in compliance with the provisions of the City of Lakewood Land Use and Development Code, I caused to have posted a four foot by four foot (4'x4') plywood face generic notice board in \_\_\_\_\_ conspicuous place(s) on the street frontage bordering the subject property which is the subject of the \_\_\_\_\_ application on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

OR

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date