



Community Development Department  
 6000 Main Street SW  
 Lakewood, WA 98499  
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 permits@cityoflakewood.us  
[www.cityoflakewood.us](http://www.cityoflakewood.us)

# SHORT PLAT APPLICATION

Application Fee: \$3,500  
 Technology Fee: \$70

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## GENERAL SUBMITTAL DOCUMENTS

REQUIRED: A=Always; M= Maybe

Short Plat Application Fee	A
Short Plat Application	A
Applicant/Owner Affidavit of Posting*	A
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 (if on septic)	A
Applicant's Responses to the Required Findings (See "D" in submittal description)	A
18" x 24" Copies of Proposed Short Plat	A
Current title report (issued within 30 days of short plat submittal).	
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
Water Availability Approval Letter	A
Tree Retention Plan (See CDD Handout #5)	M
SEPA Environmental Checklist Application and Fee	M
<b>Electronic Copy of all submitted Development Plans and application documents (i.e. compact disc, USB drive or dropbox submittal)</b>	<b>A</b>

\* The applicant will be required to post a notice board on the property on which City notices can be placed. 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 City will post a city-generated notice onto the board after receiving a complete application.

\*\*\* Pursuant to WAC 197-11-330 the applicant may be required to provide additional supporting documents to support the environmental analysis after the City's initial review of the completed SEPA checklist

**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 APPLICATION

**APPLICATION #:** \_\_\_\_\_ (for office use only)

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

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

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

**PROPOSED PROJECT DESCRIPTION/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: \_\_\_\_\_

**SUBMITTAL DESCRIPTION: THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WITH APPLICATION SUBMITTAL. REQUIRED NUMBER OF COPIES SHALL ONLY APPLY TO NON-ELECTRONIC SUBMITTALS. ELECTRONIC SUBMITTAL IS STRONGLY ENCOURAGED:**

- A. The completed original application form and one (1) additional copy, making sure that all of the required signatures have been obtained.
- B. 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
- C. One (1) copy of the Applicant/Owner Affidavit of Posting form, to include all of the required signatures.
- D. One (1) copy of answers addressing *LMC Section 17.22.070.B Required Written Findings for Short Subdivisions*:

The Community Development Director shall inquire into the public use and interest proposed to be served by the establishment of the short subdivision and dedication. The Director or designee shall determine:

1. *If appropriate provisions are made for, but not limited to the public health, safety, and general welfare, for open spaces, drainage ways, streets or alleys, or other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds, and shall consider all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and*
2. *Whether the public interest will be served by the platting of such short subdivision and dedication.*

- E. Six (6) 18" x 24" copies of the proposed short plat.
- F. Three (3) copies of a current title report (issued within 30 days of short plat submittal).
- G. 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.\*
- H. One (1) copy of signed Certificate of Water Availability from the applicable water service provider.
- I. Six (6) 11" x 17" reduced-size copies of short plat map.

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

*Written Findings for Short Subdivisions (LMC Section 17.22.070.B Required)*

The Community Development Director shall inquire into the public use and interest proposed to be served by the establishment of the short subdivision and dedication. The Director or designee shall determine:

- 1. If appropriate provisions are made for, but not limited to the public health, safety, and general welfare, for open spaces, drainage ways, streets or alleys, or other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds, and shall consider all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school.*

- 2. Whether the public interest will be served by the platting of such short subdivision and dedication.*

## 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