

**CITY OF PULLMAN, 190 SE CRESTVIEW ST., BLDG. A, PULLMAN, WA 99163**

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**INFORMATION REQUIRED WHEN APPLYING FOR A SHORT PLAT SUBDIVISION**

**APPLICATION**

A complete application for a short plat subdivision must be filed with the Director of Public Works; the application will not be accepted until complete, as determined by the Director. A complete application must include:

1. Application Form (Attached).
2. Environmental Checklist. The Environmental Checklist is required only if part of the subject property for which the short plat subdivision is required is on land covered by water, or if it is a resubdivision of a previous short plat. If required, the Checklist will be reviewed by the City’s designated “responsible official,” who will determine if there appears to be a probable significant environmental impact; if so, an Environmental Impact Statement (EIS) will be required.
3. Preliminary Plat Drawing. Two copies of the preliminary plat are required. These drawings must be no larger than 24’ x 36’ and must include:
  - a. A contour map drawn to a scale of 1”=40’, showing (1) Profiles along existing centerlines of any proposed rights of way; (2) Contours will show intervals of 5’ except where a slope is in excess of 50%, then the interval may be 10’. All elevations shall be based upon City of Pullman datum; (3) Watercourses, rock outcroppings and trees, if any; (4) Existing fences; (5) Existing buildings and all other existing improvements; (6) Relationship to adjoining land including the direction and gradient of all ground slopes; (7) Present usage.
  - b. A map drawn to scale of 1”=40’, showing: (1) Any proposed streets and street names; (2) Lot lines, lot numbers and block numbers; (3) Any sites reserved or dedicated for parks or schools to meet the requirements of the Comprehensive Plan; (4) Title, scale, north arrow, date and reference to the datum monument; (5) Utility easements.
4. Proof of Ownership/Permission from Owner. Applicant must submit proof of ownership of the property for which the short plat subdivision is requested. All owners must join in or be represented in the application. If the applicant is not the owner of the property, written consent must be submitted by the owner granting the applicant permission to act as his/her agent.

**FEES**

1. Short Plat Filing Fee .....\$250.00
2. Environmental Checklist Review Fee:.....\$150.00

**ASSISTANCE**

The Public Works Department is available to answer questions about an application by phoning (509) 338-3220

RECEIPT NO.: \_\_\_\_\_  
DATE APPLICATION RECEIVED: \_\_\_\_\_  
DATE APPLICATION ACCEPTED AS COMPLETE: \_\_\_\_\_

CITY OF PULLMAN  
**SHORT PLAT SUBDIVISION APPLICATION**  
Pullman City Code 13.90

**APPLICANT:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
STATUS (property owner, lessee, agent, purchaser, etc.): \_\_\_\_\_

**PROPERTY OWNER** (if different than applicant):

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

**REGISTERED ENGINEER OR LAND SURVEYOR:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

NAME OF SHORT PLAT SUBDIVISION: \_\_\_\_\_  
ZONE DESIGNATION: \_\_\_\_\_ TOTAL AREA: \_\_\_\_\_ NUMBER OF LOTS: \_\_\_\_\_

**All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**This Short Plat Subdivision Application is being submitted with my consent.**

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

\_\_\_\_\_  
Date