



# City of Sumner Short Plat Application

Community Development  
1104 Maple Street, Suite 250  
Sumner, WA 98390  
Tel. (253)299-5530 Fax: (253)299-5539  
[www.ci.sumner.wa.us](http://www.ci.sumner.wa.us)

(Please fill out ALL fields unless otherwise noted)

**File Number:** \_\_\_\_\_

Site/Project Address (if available):		Parcel #:		
Owner:	Phone:	Email:		
Owner Address:		City:	State:	Zip:
Surveyor/Engineer/Contractor:		Phone:	Contractor License Number:	
Address:	Email:	City:	State:	Zip:
Contact Person:	Phone:	Fax:		
Contact Address:	Email:	City:	State:	Zip:
<b>Description of Project:</b>				

### **Supporting Materials Required:**

**Office Applicant - (please check off all applicable "applicant" boxes)**

	<p><b>This Application Form and Checklist</b>          1 copy of the Title Report          LID Segregation Form and Fee (Please consult Public Works Staff for applicability)          Required permit fee (Please consult the Permit Specialist)</p> <p><b>Short Plat Drawing (To scale including ALL items below)          (Prepared, stamped, and dated by a licensed surveyor)</b></p> <p>Legal Descriptions of existing and proposed lots          Vicinity map          Zoning of the site          Property line dimensions and square footage of new lots          Existing public and private roads, driveway access and all easements          Existing and proposed fire hydrant locations or distance to the nearest hydrants          All major man-made features; drainage ditches, railroad tracks, etc.          Existing building locations and setbacks from property lines (if any)          Proposed access width          Building envelopes and lot number assigned to each lot          Location of nearest existing utilities including sanitary sewer, storm drainage, and water services          Environmental constraints identified and delineated (if any) such as wetlands, rivers, streams, slopes</p> <p>Critical Area Notices as applicable per SMC Chapter 16</p>	<p><b>4 - Copies 11" x 17"</b>  <b>2 - Full Sheet 18"x 24"</b></p>
--	--	--

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

**\*\*BY LEAVING THE CONTRACTOR INFORMATION SECTION BLANK, I HEREBY CERTIFY FURTHER THAT CONTRACTORS (GENERAL OR SUBCONTRACTORS) WILL NOT BE HIRED TO PERFORM ANY WORK IN ASSOCIATION WITH THIS PERMIT. (building permits only)**

\_\_\_\_\_  
 SIGNATURE OF OWNER / AUTHORIZED AGENT

\_\_\_\_\_  
 PRINTED NAME

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Short Plat

**City of Sumner**

**Public Information Bulletin**

The intent of this brochure is to provide information about a Short Plat application. Included with the brochure are several forms which may help as you prepare your application. We hope this information is helpful to the novice and the professional alike. If you have any questions, the Permit Center staff are available during regular business hours (M-F 8:00-5:00pm) at (253) 863-1230.

## **What is a short plat?**

A short plat is a subdivision of property of four lots or less. The lots that are subdivided must conform to the lot size requirements according to the designated zoning area.

## **Are there criteria for a short plat?**

Like all land use decisions, there are criteria which you must meet before it can be approved. These criteria are listed in Sumner Municipal Code Section 17.12.020.

## **How much does a short plat cost?**

A short plat costs a flat fee of \$600.

## **How long does it take to get a short plat approved?**

It typically takes 30-90 days to complete the short plat permit. Some complex projects may take longer.

## **Do I need a survey?**

A survey is required with a certified Washington license stamp.

## **What is involved in a short plat review?**

Short plat reviews are described in detail in SMC 17.12.050.

## **Why do I have to have the short plat approved?**

The Pierce County Tax assessor will not recognize the subdivided lots as legal lots of record until the proposed short plat is approved by the appropriate Department Directors or designee.

## **What is the process for a short plat?**

A short plat is a Type III Land Use Permit. This indicates that a discretionary decision is made by the director. It requires no public notice. The decision is appealable to the Hearing Examiner. You may apply with a land use application form and the additional drawings or documents needed for the review. The process is described as follows:

- ◇ Pre-application submitted by applicant.
- ◇ Permit Center staff reviews pre-application for completeness.
- ◇ Application materials and fees submitted by applicant.
- ◇ The application is reviewed by the Permit Center staff. If corrections or changes are necessary, you will be contacted.
- ◇ The department director makes a decision on the permit.

[www.ci.sumner.wa.us](http://www.ci.sumner.wa.us) or call at (253) 863-1230.

- ◇ The Pierce County tax assessor reviews and signs the application
- ◇ The auditor records the approved short plat.
- ◇ A recorded Mylar copy shall be returned to the Community Development Department for filing of city records

### **Can I appeal the decision?**

According to SMC code 18.56.160, Type III decisions shall be subject to an administrative open record appeal hearing to the Hearing Examiner only.

### **Is the public informed of the Short Plat application?**

There is no public notice required concerning the application. However, a mailing notice concerning the decision is delivered to persons previously submitting substantive comments on the proposal.

### **What application materials do I need?**

A complete list of submittal requirements and contents are listed in SMC 17.12.040. See the short plat checklist for further reference.

### **How do I get more information?**

The Permit Center can help you understand the process and materials you will need to submit. They also have copies of the County's parcel maps which may be helpful in understanding your property. The Permit Center is located on the second floor of City Hall and is open during normal business hours (M-F 8:00-5:00pm). You may also visit our City of Sumner website at