**Preliminary Short Plat (Subdivision) Requirements**

# Purpose

Subdivision or re division of land into nine (9) or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership requires approval as *Short Plats* recorded by the City prior to any change of ownership. Short plats are approved by the City administration. Property in short plats may not be further divided in any manner within a period of five years, except that when the short plat contains less than four parcels, the owner may (within the five year period) file an alteration to create up to a total of four lots within the original short plat boundaries. Short plats are described in by the City of Orting Subdivision Code, Chapter 12.4.

# Criteria for Approval

# The City will review Short plat applications and may approve, approve with conditions, or deny the application. A Short Plat may be approved only if all of the following criteria can be met:

1. The application complies with the City’s requirements (Section 12.4.3 OMC).
2. Appropriate provisions are made for, but not limited to, the public health, safety and general welfare, open spaces, drainage ways, streets or roads, alleys, 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 walk to and from school.
3. The public interest will be served by the subdivision and any dedications.

The applicant has the burden of proving that the proposed subdivision meets all of the criteria described above. Thorough documentation of the proposal's compliance with the criteria will greatly assist in the subdivision consideration process and improve the likelihood of approval. ***Applicants are encouraged to attend a pre-application meeting with City staff prior to submitting an application.***

Submittal Requirements

Short plat application submittals shall be in the form of one (1) mylar original and a digital copy including the following:

1. [ ]  One completed original Land Use Permit Application Form, signed and dated
2. [ ]  A certificate giving full and complete description of the lands divided as they appear on the short plat, including a statement that the short plat 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 must also contain the dedication of all streets and other areas open to the public, and individual(s), religious society or societies, or to any corporation, public or private, as shown on the short plat. Short plats with dedications also require 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 must be signed and acknowledged before a notary public by all parties having an interest in the lands subdivided.
3. [ ]  Title report dated within the last 90 days
4. [ ]  Mailing labels for all adjacent property owners.
5. [ ]  Application Fee
6. [ ]  A vicinity map extending at least eight hundred feet (800’) in each direction from the proposed short plat, or further if necessary, to assist in locating the short plat. The vicinity map shall be drawn to a scale of one-inch equals eight hundred feet (1” = 800’).
7. [ ]  A sketch or map (the Short Plat) as described below. (Note that the original mylar must also be submitted.)
	1. A title block in the lower right-hand corner of the short plat map showing:
		1. The proposed name of the short plat.
		2. The scale of the drawing.
		3. The date of the drawing.
		4. The name and address of the engineer, surveyor, or other individual responsible for laying out the short plat.
	2. A detailed plan of the proposed short plat drawn to a scale of one-inch equals one hundred feet (100’) or larger. The detailed plan shall clearly show the following information:
		1. North arrow.
		2. The location, names and right-of-way widths of all existing and proposed streets and driveways within two hundred feet (250’) of the boundaries of the proposed short plat.
		3. The location, names and right-of-way widths of all proposed streets within the proposed short plat and their proposed paved width.
		4. Lot layout with lot line dimensions and the square feet contained in each lot.
		5. The location and use of all existing buildings within the proposed short plat indicating which buildings are to remain and which are to be removed.
		6. The use and approximate location of all buildings within one hundred fifty feet (150’) of the boundaries of the proposed short plat.
		7. The location, size, and use of all contemplated and existing public areas within the proposed short plat, and a description of the adaptability of the area for the uses contemplated.
		8. The location, size, and kind of public utilities in or adjacent to the proposed short plat indicating those utilities which will provide service to the proposed development and their planned location within the short plat.
		9. Location and disposition of any wells, creeks, drainage courses, drainage ways, septic tanks, drain fields, 100-year floodplain boundary and easements in or within two hundred feet (200’) of the proposed subdivision.
		10. Topography and five-foot (5’) contours certified by the engineer or surveyor within the proposed short plat; or, as an alternative, in the case of a partition of one (1) acre or less, elevations at each existing and proposed property corner. One-foot (1’) or two foot (2’) contours may be required at the discretion of the City Administrator.
		11. Topography and at least ten-foot (10’) contours outside, but within two hundred feet (200’), of the proposed short plat. The base for such information shall be the National Geodetic Survey (U.S.G.S.).
		12. The location of all trees more than six inches (6”) in diameter at a height of four feet (4’) above grade within the proposed subdivision, and for one hundred fifty feet (150’) beyond the terminus of all dead end streets (individual trees in a stand of five trees or more need not be shown, but the area (drip line) covered by the stand shall be shown).
	3. Profiles of all proposed streets within the proposed short plat showing the grades to which the streets will be built and the existing ground line of the proposed streets including the probable future extensions of any stub (dead end) streets for a maximum distance of one hundred fifty feet (150’) beyond the boundaries of the short plat.
8. [ ]  Survey information including a full set of survey notes which shall clearly show:
	1. The ties to each monument established for the short plat.
	2. All necessary controlling reference points or monuments.
	3. Sufficient data to determine readily the bearing and length of each line which may be in form of computer printout sheets or coordinate sheet.
	4. The base meridian referred to showing its relation to true north based on Polaris observation or tie to National Ocean Survey (USC and GS) triangulation system, or other control acceptable to the City Engineer.
	5. Complete subdivision of the section or sections, or as much thereof as necessary to properly orient the plat within same.
	6. Corners of adjoining subdivisions or portions thereof, with ties.
	7. Primary survey control points referenced to section corners and monuments.
	8. The location of every permanent survey control monument for the short plat.
9. [ ]  Such other additional information as the City Administrator deems necessary.

# Application Process

1. A pre-application is recommended to be held with City staff. An application and fee may be required. Contact the City Planner to schedule the meeting.
2. An electronic application packet (PDFs) must be submitted, including the information listed above.
3. Upon receiving the application and the appropriate application fee(s), staff will first review the proposal for completeness and a high-level review triage for compliance.
4. The application, when determined complete, will be routed to City Departments that will have an interest in the review.
5. The City will evaluate the proposed subdivision using the criteria. The applicant should be available for questions during this period.
6. Following evaluation, the City will approve, approve with conditions, or deny the preliminary short plat application.
7. Following the Preliminary Plat approval the applicant shall request a check list for Final Short Plat approval with conditions such as Civil Review procedures, a preconstruction meeting, inspections schedule, and final acceptance procedures.
8. The final short plat will be filed for record by the City after the applicant has submitted all required Final Short Plat materials per the application checklist and constructed or bonded for all City owned improvements required by the City in the final approval decision. The cost for recording shall be born by the applicant and be submitted to the City prior to recording.

Please Note

* All revisions must be submitted to the City Planner via email. Each revision package must include the same number of sheets/documents that were required for the original submittal.
* The property owner bears the responsibility for accuracy and completeness of all information provided with or affecting the application submittal.
* The City may require additional information as needed. If you have any questions concerning your application submittal, please visit City Hall or contact The City Planner at 253-284-0263 or by e-mail at eadams@cityoforting.org

Helpful Links

**Development & Design Standards** <https://www.cityoforting.org/home/showpublisheddocument/55/637431454475730000>

**NPDES Phase II Municipal Stormwater Management Program** <https://www.cityoforting.org/home/showpublisheddocument/2921/637595424674870000>

**Application Forms**

<https://www.cityoforting.org/government/forms>

**Orting Municipal Code (OMC)**

<https://codelibrary.amlegal.com/codes/ortingwa/latest/overview>

Relevant sections:

TITLE 9 WATER AND SEWERS

TITLE 11 CRITICAL AREAS AND SHORELINE MANAGEMENT

TITLE 12 SUBDIVISION REGULATIONS

TITLE 13 DEVELOPMENT REGULATIONS

TITLE 14 FLOOD CONTROL

TITLE 15 DEVELOPMENT CODE ADMINISTRATION