



City of Selah  
**Short Plat**  
Application Packet

**City of Selah, Planning Division**  
**222 S Rushmore Road Selah, WA 98942**  
**Phone#: (509) 698-7365 Email: [brandy.tucker@selahwa.gov](mailto:brandy.tucker@selahwa.gov)**



# SHORT PLAT APPLICATION

**FILING FEE \$350 Plus \$40 Per lot if more than one parcel**

## ***City of Selah Planning Department***

222 S Rushmore Road Selah, WA 98942

Phone: 509-698-7365 Email: [permits@selahwa.gov](mailto:permits@selahwa.gov)

### **INSTRUCTIONS – PLEASE READ FIRST Please type or print your answers clearly.**

Answer all questions completely. If you have any questions about this form or the application process, please ask a Planner. Remember to bring all necessary attachments and the required filing fee when the application is submitted. The Planning Division cannot accept an application unless it is complete and the filing fee paid. Filing fees are not refundable.

This application consists of four parts. PART I - GENERAL INFORMATION AND PART IV – CERTIFICATION are on this page. PART II and III contain additional information specific to your proposal and MUST be attached to this page to complete the application.

### **PART I – GENERAL INFORMATION**

1. Applicant's Information:	Name:							
	Mailing Address:							
	City:		St:		Zip:		Phone: ( )	
	E-Mail:							
2. Applicant's Interest in Property:	Check One:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Purchaser	<input type="checkbox"/> Other			
3. Property Owner's Information (If other than Applicant):	Name:							
	Mailing Address:							
	City:		St:		Zip:		Phone: ( )	
	E-Mail:							
4. Subject Property's Assessor's Parcel Number(s):								
5. Legal Description of Property. (if lengthy, please attach it on a separate document)								
6. Property Address:								
7. Property's Existing Zoning: (Circle all that apply)								
<div style="display: flex; justify-content: space-around;"> <span>LDSF</span> <span>R-1</span> <span>R-2</span> <span>R-3</span> <span>B-1</span> <span>B-2</span> <span>M-1</span> <span>M-2</span> </div>								
8. Type Of Application: (Check All That Apply)								
<input type="checkbox"/> Preliminary Short Plat			<input type="checkbox"/> Environmental Checklist (SEPA Review)			<input type="checkbox"/> Final Short Plat		
<input type="checkbox"/> Other: _____			<input type="checkbox"/> Other: _____			<input type="checkbox"/> Other: _____		

### **PART II – SUPPLEMENTAL APPLICATION & PART III – REQUIRED ATTACHMENTS**

9. SEE ATTACHED SHEETS

### **PART IV – CERTIFICATION**

10. I certify that the information on this application and the required attachments are true and correct to the best of my knowledge.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

FILE/APPLICATION(S)#

DATE FEE PAID:

RECEIVED BY:

AMOUNT PAID:

RECEIPT NO:



Supplemental Application For:

## SHORT PLAT

### PART II - APPLICATION INFORMATION

1. PROPERTY OWNERS (attach if long): List all parties and financial institutions having an interest in the property.

2. SURVEYOR AND/OR CONTACT PERSON WITH THEIR CONTACT INFORMATION:

3. NUMBER OF LOTS AND THE RANGE OF LOT SIZES:

4. SITE FEATURES:

A. General Description: ☐ Flat ☐ Gentle Slopes ☐ Steepened Slopes

B. Describe any indication of hazards associated with unstable soils in the area, i.e. slides or slipping:

C. Is the property in a 100-Year Floodplain or other critical area as mapped by any local, state, or national maps or as defined by the Washington State Growth Management Act or the Selah Municipal Code?

5. UTILITY AND SERVICES: (Check all that are available)

☐ Electricity ☐ Telephone ☐ Natural Gas ☐ Sewer ☐ Cable TV ☐ Water \_\_\_\_\_ ☐ Irrigation \_\_\_\_\_

6. OTHER INFORMATION:

A. Distance to Closest Fire Hydrant:

B. Distance to Nearest School (and name of school):

C. Distance to Nearest Park (and name of park):

D. Method of Handling Stormwater Drainage:

E. Type of Potential Uses: (check all that apply)

☐ Single-Family Dwellings ☐ Two-Family Dwellings ☐ Multi-Family Dwellings ☐ Commercial ☐ Industrial

### PART III - REQUIRED ATTACHMENTS

7. FINAL PLAT REQUIRED: (Please use the attached City of Selah Final Plat Checklist)

I hereby authorize the submittal of the final plat application to the City of Selah for review and acknowledge no building permits shall be issued for the newly recorded lots until a copy of the final recorded short plat is submitted to the City of Selah Planning Division.

\_\_\_\_\_  
Property Owner's Signature (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature (required)

\_\_\_\_\_  
Date

**Note:** if you have any questions about this process, please contact us City of Selah, Planning Division, 222 S Rushmore Road Selah, WA 98942 Phone: (509) 698-7365.

# PLAT PLAN CHECKLIST & INSTRUCTIONS

**In Order For Application To Be Determined Complete, A Plat Plan Must Be Completed And Returned.**

**A Detailed Plat Plan Is Required:** All information that is applicable to your proposal shall be checked off and clearly displayed on the plat plan. It is in the applicant's best interest to provide a carefully drawn and scaled plat plan with all required information. The decision on whether or not to grant approval of your development proposal is largely based on the information you provide. An application cannot be processed until an adequate plat plan is submitted.

Please complete this checklist and include it with your plat plan. The plat plan must contain all pertinent information. Items not applicable to the proposed project shall be noted.

- 1) **Use Ink:** Use blue or black permanent ink. It may be helpful to draft the plat plan in pencil then trace over in ink. Ink is necessary for adequate duplication.
- 2) **Use A Straight Edge:** All lines must be straight and done with the aid of a ruler or other straight edge. Use a compass when delineating circular drawings such as cul-de-sacs. Computer drafted plat plans are acceptable and preferred.
- 3) **Draw To Scale:** Plat plans shall be drawn to scale. The plat plan template has a suggested map scale of one inch equaling twenty feet (1"=20'). Distances on the map must be as representative of reality as possible. For example, if the distance from a structure to a property line is 20 feet, the distance on the plat plan will be 1 inch.
- 4) **Use Plat Plan Checklist:** Use the plat plan checklist and provide all applicable information on the plat plan.
- 5) **Fill In The Following Information On A Plat Plan:**

**Note: You may benefit from the aid of a professional in the preparation of a plat plan. Check all boxes as:  $\checkmark$  Included or - Not Applicable**

<input type="checkbox"/>	The plat plan shall be legibly drawn in ink on paper of sufficient size to contain the required information, but not less than 8.5" X 11" for Class (1) projects and 11" X 17" for Class (2) and Class (3) projects.
<input type="checkbox"/>	All plat plans shall be drawn to a standard engineering scale and indicated on the plat plan. The scale selected shall best fit the paper. Planning staff recommends 1"=20'.
<input type="checkbox"/>	Site address, parcel number(s) and zoning designation of subject property.
<input type="checkbox"/>	Property and lot boundaries and dimensions.
<input type="checkbox"/>	Names and dimensions of all existing streets bounding the site.
<input type="checkbox"/>	Structure setbacks.
<input type="checkbox"/>	North Arrow.
<input type="checkbox"/>	Location and size of required site drainage facilities including on-site retention.
<input type="checkbox"/>	Location and size of existing or proposed public sidewalks that are within 200-feet of the subject property.
<input type="checkbox"/>	Location and size of existing and proposed side sewer and water service lines.
<input type="checkbox"/>	Location and size of any easements.
<input type="checkbox"/>	Name, address, phone number, and signature of the owner or person responsible for the property.
<input type="checkbox"/>	Location and size of proposed or existing signs.
<input type="checkbox"/>	Location and size of all parking spaces shown on the plat plan.
<input type="checkbox"/>	Location and dimensions of proposed or existing driveway approaches.
<input type="checkbox"/>	Vision clearance triangles at street intersections and where driveways and curb cuts intersect with streets.
<input type="checkbox"/>	Proposed improvements located within the public right-of-way.
<input type="checkbox"/>	Location and type of existing and proposed landscaping including landscaping within the public right-of-way.
<input type="checkbox"/>	Adjacent land uses and zoning designations.
<input type="checkbox"/>	Location, type, and description of required sitescreening.
<input type="checkbox"/>	Dimensions, location and use of proposed and existing structures including loading docks.
<input type="checkbox"/>	Lot coverage with calculations shown on plat plan.

**Note: Planning Division or reviewing official may require additional information to clarify the proposal, assess its impacts, or determine compliance with the SMC and other laws and regulations.**