



City of Selah

**Short Plat  
Exemption**

Application Packet

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



**UJ QTV'RNCV'GZ GO RVKQP**

**Filing Fee \$125.00**

**CITY OF SELAH DEPARTMENT OF COMMUNITY DEVELOPMENT**

**222 S RUSHMORE ROAD SELAH WA 98942 PHONE: (509) 698-7365**

**EMAIL: brandy.atkins@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)  
LDSF R-1 R-2 R-3 B-1 B-2 M-1 M-2

8. Type Of Application: (Check All That Apply)					
<input type="checkbox"/> Short Plat Exemption	<input type="checkbox"/> Transportation Concurrency	<input type="checkbox"/> Other: _____			
<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 EXEMPTION**

**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:

**PART III - REQUIRED ATTACHMENTS**

3. APPLICATION REQUIREMENTS:

- A scaled drawing(s) depicting the existing & proposed property configurations. *Note: The scaled drawing(s) must include information requested in the attached plat plan checklist including the property boundaries, structures on the property with setbacks, existing easements, lot coverage calculations, size of reconfigured lots in square feet, sitescreening, driveway locations, and access.*
- A legal description of the existing property configuration and proposed property configuration, prepared by a licensed professional engineer or professional land surveyor.

**PART IV - NARRATIVE**

4. OTHER INFORMATION:

- |  |  |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Will the proposed boundary line adjustment create an additional lot, tract, parcel, site, or division?   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Will the adjustment create a lot, tract, parcel, site, or division which contains insufficient area or dimensions to meet the minimum requirements of the zone in which the affected lots are situated?  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Will any lot be created or modified which does not have adequate drainage, water supply, or sanitary sewage disposal; lacks adequate access for vehicles, utilities, or fire protection; or, renders an existing public easement impractical to serve its purpose? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Will the proposed boundary line adjustment be consistent with applicable Title 10 provisions, including: lot coverage, structure setbacks, sitescreening, and access?  |

I hereby authorize the submittal of this short plat exemption for review by the City of Selah.

\_\_\_\_\_  
**Property Owner Signature (required)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owner 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 or 509-698-7365

# SHORT PLAT EXEMPTION

Minor changes to property lines may be exempt from formal platting procedures. There are a number of reasons you may wish to make changes to your property. The following is meant to explain the Short Plat Exemption process, as well as list those actions that are exempt from the platting process and may be processed as Short Plat Exemptions.

**Talk to a City Planner:** Before preparing your application, you may wish to have a City Planner review your proposal. The first preliminary conference for your proposal is free and gives you a better understanding of the review process.

**Submit Your Application:** A complete application on forms provided by the Planning Division is required along with the application fee, the existing and proposed legal descriptions, and the existing and proposed plat plans. The legal descriptions for the existing and proposed property boundaries must be prepared by a licensed surveyor or engineer. Once you have submitted an application, a Planner will review your application.

You may also be asked to submit pertinent instruments including: a deed transferring the property from one owner to another, court orders, title reports, or other information to more clearly explain your proposal and to determine if your proposal is an exempt activity.

**Review:** Although these actions are exempt from formal platting review, all actions are reviewed in order to determine that all lots will still conform to the requirements of the Subdivision and Zoning Ordinances and that no nonconforming lot is created by the exempt activity. Upon review of your application, the Planning Division will determine if your application conforms to the City's Subdivision and Zoning Ordinance. You may be asked to modify some aspect of your proposal to meet zoning or subdivision requirements. All lots must retain the minimum lot size in each zoning district as well as appropriate frontage dimensions. No "landlocked" parcels may be created by an exempt action, unless appropriate easements are established. In general, Short Subdivision Exemptions will not be approved if the result combines areas in two different zoning districts into a single lot. Lot line adjustments may not create a nonconforming lots or structures.

**Notice of Decision:** Approximately 10 days following the receipt of a complete application and any amendments, the Decision will be mailed to the applicant and property owners involved.

**Appeal the Decision?:** For Short Plat Exemption applications, the Subdivision Administrator's decision is final unless appealed; all or part of the written decision may be appealed. Appeals of the Administrator's decision must be filed on forms provided by the City along with an appeal fee within 14 days of the date of mailing of the decision. If you are dissatisfied with the written decision, discuss your views with a Planner.

**Filing of Documents:** The Exemption, if approved, does not in itself accomplish a change in the property's delineation. *You are responsible for filing the City approval with the County Assessor's Office and filing the appropriate legal instruments (deed or other instrument) with the County Auditor's Office to record the property transfer.* Taxes for the then current year must also be paid for the full year. Applications submitted in November and December may not be completed before by the end of the year and the following year's taxes must be paid to complete the process, which may take until the second half of February.