SHORT PLAT APPLICATION INSTRUCTIONS

A Short Plat is any voluntary or involuntary division or re-division of land into six (6) or fewer lots, tracts, parcels, or sites or subdivision for the purpose of sale, lease, or transfer of ownership. A Full Subdivision is seven (7) or more lots.

Any materials which may be required by the City, must be submitted at the time of application in order for the application to be accepted. Acceptance of project materials does not constitute a complete application or vesting of a project. An applicant will be notified within 28 days from submission in writing, when the application is determined to be complete.

APPLICATION REQUIREMENTS

PRE-APPLICATION MEETING is a meeting between the applicant, their representative, and various City staff members to discuss the project, answer questions, and get feedback from staff. The City Fee Schedule will have the most current pre-application meeting fee. For Short Plats, without an environmental review, a pre-application meeting is recommended. For Short Plats with an environmental review, a pre-application meeting is required.

PRELIMINARY PLAT SUBMIT

- One (1) copy of the signed application form.
- Three (3) copies of the preliminary plat map. The plat map shall be drawn to standards of EMC Title 16.03.040 C for Short Plats and include the following additional information:
  - Existing or proposed drainage area, utilities and access easements.
  - Existing structures and distances to property lines.
  - Existing and proposed wells within 500 feet of property, septic tanks and/or drainfields, and distances to property lines.
  - Identify all critical areas on the site and within 100 feet of the site such as ravines, creeks, wetlands drainage swales, potholes, steep slopes, etc.
  - Proposed access to each lot and sight distance for all entries onto City streets.
  - Show hydrant locations, water supply lines and access, per Fire Code
  - Show all roads (private or public / existing and proposed) and identify the appropriate design standards based on EMC Chapter 12 including Pierce County Road Standards Chapter 17B.
  - Name of person who prepared plat drawing and signature blocks per City standards.

- A Title Report dated not more than 30 days from date of preliminary plat submittal, that verifies ownership and title of all interested parties is required. The report shall also include a listing of all encumbrances such as easements or deed restrictions, which limit the use of the property.

- Stormwater and/or Drainage Report is required to show surface water compliance for final approval. These reports need to show all existing and/or proposed drainfields, wetlands or critical areas if applicable, area and
dimensions of proposed detention/infiltration facility, locations of all connections and tightlines including catch basins, as well as other applicable information necessary for the City’s review.

- **Significant Tree Retention Plan** is required pursuant to EMC 18.90.180 if significant trees are located within 15 feet of the lot perimeter or required buffer or setback, whichever is greater. If no significant trees exist on the site, please provide a written statement that confirms that no significant trees have been identified as defined by EMC 18.90.180.

- **Septic or Sewer Approval** – only one is required
  - [Approved Tacoma-Pierce County Short Plat Preliminary Subdivision Review Application](#) form with signature of approval from Tacoma-Pierce County Health Department, if applicable.
    - Tacoma-Pierce County Health Department will require a critical area approval from the City before approving septic. Please submit a Critical Area Checklist to the City, which is available online or at the City. The City will review the site for critical areas and will email the applicant the results of this review. Additionally, the City will use this review to potentially require environmental studies at the time of short plat submittal.
  - **Letter of Sewer Availability** provided by the sewer purveyor, if applicable.

- **Water Availability**
  - Provide [current copy of Certificate of Water Availability](#) from local water purveyor. This certificate can be obtained from the water purveyor.

- **Critical Area Reports** – If a critical area or buffer is located on the property, see Critical Area Checklist used for septic approval, a critical area report shall be submitted with the application. Required studies submitted to the City shall meet appropriate requirements of EMC 14.10.080. Studies which propose mitigation, maintenance, monitoring and contingency plans and bonding measures, shall also be included and meet requirements of EMC 14.10.090.

- **Environmental Review (SEPA Checklist)** – An environmental review shall be required pursuant to EMC Title 20 if environmentally sensitive areas are confirmed by studies after the critical area review or the project exceeds categorical exemptions as described in EMC 20.05.070. The City of Edgewood will accept the proposed plat application in conjunction with a SEPA checklist. However, the application will not be reviewed prior to the conclusion of the SEPA process (if appropriate). A blank SEPA Checklist is available for download from the City website or hard copies can be picked up from the City offices.

- **Electronic Copy** – Please provide one USB drive / or CD with copies of the Short Plat drawings and required reports.

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**APPLICATION PROCESS**

**PRELIMINARY DECISION – SHORT PLAT**
The City will make written findings and issue a decision based on the following:

1. Conformance with adopted City and State rules and regulations in effect on the date of the Notice of Complete Application.
2. Consideration of public and agency comments.

The City will return the short plat map to the applicant for any additional corrections necessary to prepare for signatures and recording. The preliminary decision shall become effective ten (10) calendar days after the decision has been mailed, or upon completion of appeals filed pursuant to the City’s appeal procedures. Preliminary approval shall be valid for Five (5) years.
SITE DEVELOPMENT
A site development permit is required for all site development activities with required inspections. A final Planning and/or Engineering inspection will verify completion of all site development requirements. You may file for Final Short Plat after the final site development inspection is approved.

FINAL APPROVAL AND RECORDING - To become final, all site development requirements shall be completed and any required documents submitted and a final Plat prepared, reviewed, and approved by the City, prior to final recording.