



Short Plat Application

Community Development Department
3100 Belmont Blvd. Suite 104, West Richland, WA 99353
509-967-5902 | planner@westrichland.org

Note: A Pre-Application meeting is advised prior to submittal of an application

PROPERTY OWNER INFORMATION

☐ Contact Person

Owner:

Address:

Phone:

Email:

APPLICANT/CONTRACTOR INFORMATION (if different)

☐ Contact Person

Company:

UBI#

Contact:

Address:

Phone:

Email:

SURVEYOR INFORMATION

Contact:

Address:

Phone:

Email:

PROJECT DESCRIPTION

PROPERTY INFORMATION

Parcel #:

Zoning:

Legal Description:

Comp Plan Designation:

Gross Acreage:

Number of Lots:

Smallest Lot Size:

Net Lot Area Acreage:

Avg Lot Size:

Largest Lot Size:

Domestic Water Supply: ☐ City ☐ Private Well

Sewage Disposal: ☐ City ☐ Septic

Irrigation Source: ☐ City ☐ Private Well ☐ Columbia Irrigation District ☐ Kennewick Irrigation District

Title Report (Subdivision Guarantee) Submitted? ☐ Yes ☐ No

APPLICATION MUST INCLUDE

1. A PDF of a short plat map prepared by a licensed surveyor and meeting the requirements outlined in 16.08.080.A
2. A certificate from a title insurance company issued no more than 30 days prior to application
3. A completed application form
4. Approval from the Benton Franklin Health District if the parcel is currently served by or will be served by septic
5. A frontage waiver request form containing the appropriate information per WRMC 12.04.060, if required
6. The applicable fee per the Master Fee Schedule

UTILITY	PROVIDER
Power	
Telephone	
Natural Gas	
Cable TV	

I authorize employees and officials of the City of West Richland the right to enter and remain on the property in question to determine whether a permit should be issued and whether special conditions should be placed on any issued permit. I have the legal authority to grant such access to the property in question.

I also acknowledge that if a permit is issued for land development activities, no terms of the permit can be violated without further approval by the permitting entity. I understand that the granting of a permit does not authorize anyone to violate in any way any federal, state, or local law/regulation pertaining to development activities associated with a permit.

I hereby certify under penalty of perjury under the laws of the State of Washington that the following is true and correct:

1. I have read and examined this permit application and have documented all applicable requirements on the site plan.
2. The information provided in this application contains no misstatement of fact.
3. I am the owner(s), the authorized agent(s) of the owner(s) of the above referenced property, or I am currently a licensed contractor or specialty contractor under Chapter 18.27 RCW or I am exempt from the requirements of the Chapter 18.27 RCW.
4. I understand this permit is subject to all other local, state, and federal regulations.

Note: This application will not be processed unless the above certification is endorsed by an authorized agent of the owner(s) of the property in question and/or the owner(s) themselves. If the City of West Richland has reason to believe that erroneous information has been supplied by an authorized agent of the owner(s) of the property in question and/or by the owner(s) themselves, processing of the application may be suspended.

Applicant Printed Name: _____

Applicant Signature: _____ Date _____