



## City of Dayton Planning and Community Development

111 S. 1<sup>st</sup> St., Dayton, WA 99328  
509-382-2361

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### Application for a Short Plat Subdivision

#### Introduction:

A short subdivision is the division or re-division of land into four or fewer lots, tracts, parcels, sites or divisions, any one of which is five acres or less in size and evidenced by a plat approved pursuant to the regulations as outlined in [Dayton Municipal Code Title 19 – Land Divisions](#). A short subdivision is conversely called a “short plat” – which is the neat and accurate drawing of the short subdivision.

#### General Notes:

There are two primary steps to the short subdivision process. First, a preliminary short subdivision application is submitted, reviewed, and if approved, a final short subdivision may follow. The Director of Planning & Community Development issues a written decision for the preliminary short subdivision approving as submitted, with conditions or denying the application. All requirements of DMC Title 19 and the conditions of the written preliminary approval must be met to obtain final short subdivision approval. Once a final short subdivision is approved, the short plat will be recorded.

#### Is SEPA required?

Short plats are categorically exempt from the Washington State Environmental Policy Act (SEPA), except under certain conditions as outlined in [WAC 197-11-800](#). If you are unsure if you need to complete SEPA, review the WAC exemptions or contact staff for guidance.

#### Optional Pre-Application Conference:

Pre-application conferences are not required; however, they are encouraged. The conference provides the applicant with the opportunity to discuss the proposal with staff prior to submitting the application. The conference is optional and voluntary and may be suggested by staff depending on the complexity of the proposed project.

A pre-application conference is a great tool to assist in acquainting staff with the applicant and the proposed project. Additionally, it offers staff time to familiarize the applicant with applicable City Codes, the Comprehensive Plan, and other relevant criteria and procedures. A pre-application conference does not vest the applicant under the existing rules and regulations in effect at the time of the conference, nor does it always ensure an exhaustive review of all potential issues can be completed. A pre-application also does not constitute an approval of a proposal – these conferences are intended to be informational only.

Short Subdivision Application Form:

**Site Address:** \_\_\_\_\_

**Parcel(s) #:** \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

2. Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

3. Surveyor/Engineer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

4. Subdivision/Project Name:  
\_\_\_\_\_

5. Legal Description (attach separately, if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Amount of land to be in public ownership (right-of-way, parks, etc.):  
\_\_\_\_\_

7. Proposed restrictive covenants:  
\_\_\_\_\_

8. Applicant/owner wished to establish a [Latecomers Agreement](#) (Y/N): \_\_\_\_\_

I, \_\_\_\_\_, the applicant for the short subdivision, do hereby confirm that the above is correct (attach a separate sheet if more than one owner).

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Applicants Signature

Date

I, \_\_\_\_\_, the surveyor/engineer, have prepared this proposal and do hereby confirm that the short subdivision meets all [Dayton Municipal Code](#) requirements and the requirements of the [RCW \(Revised Code of Washington\)](#).

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Signature

Date

Application Checklist:

Refer to Dayton Municipal Code [Chapter 19-06 – Short Subdivisions](#) for guidance and/or processing procedures.

**Return this checklist with your application**

*Applicant to check if included with application*

1. Application
  - Completed application form
2. Fees
  - Application fee per the effective Master Fee Schedule submitted when filing the application
3. Legal Descriptions
  - Provide a legal description of the property prepared by a professional land surveyor licensed in the State of Washington
4. Title Report
  - Liability for errors not to exceed the assessed value of the lots on the date of application. The title report issuance no more than 30 days prior to the application date. The city may request an updated title report prior to preliminary approval at its discretion.
5. SEPA Checklist, if required
6. Short Plat Drawings & Plans prepared by a Licensed Surveyor in Washington State