

# Preliminary Short Plat Application\*

*\*Note: This application form shall be used for any Preliminary Short Plat, Residential Lot Split or Unit Lot Subdivision proposal*



**Development and  
Permitting Services**  
333 S. Meridian  
Puyallup, WA 98371  
253-864-4165  
[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

## Application Fees

Application Fee: \$690.00  
Appeal Fee: \$570.00

A Preliminary Short Plat is the subdivision of an existing lot into a maximum of nine (9) separate lots as allowed under [PMC 19.07](#). Preliminary Short Plats are the first application in a two-step process. Preliminary Short Plat approvals are valid for five (5) years. All improvements necessary to make the proposed lots buildable shall be constructed before Final Short Plat approval, which must be obtained within five (5) years of preliminary approval. The lots in the Preliminary Short Plat are not created until Final

Short Plat approval is granted. Differing regulations and procedures apply to Unit Lot Subdivisions and Residential Lot Split proposals. Pre-applications are recommended before applying.

## Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal> (or QR code)
- 2 Select "Apply for Planning Permit"
- 3 Select "Preliminary Short Plat" from drop down list. Fill out all sections of the online form and upload all required documents. Note: Failure to upload all the required documents will delay the processing of your application.



## Select intended application type for this proposal:

- ☐ Preliminary Short Plat Subdivision (Nine (9) lots or fewer)
- ☐ Residential Lot Split (RLS - for two (2) lot short plats only; restrictions apply. **Please see page 4 below to ensure the proposal qualifies as a Residential Lot Split - RLS**)
- ☐ Unit Lot Subdivision (ULS)

## Owner Information

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Applicant / Agent Information

☐ Same as owner

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Surveyor Information

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

State of Washington Professional Land Surveyor Registration No. \_\_\_\_\_

Name of Registered: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### Other Required Information

|                                                                                                                                                                                                                                                                                                                                                                                                             |                          |     |                          |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----|--------------------------|----|
| All Preliminary Short Plat proposals must include stormwater information, prepared by a licensed engineer, including preliminary drainage plans, stormwater site plan and supporting geotechnical report(s). (See Submittal Checklist below for more information). Is this information included?                                                                                                            | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| All Preliminary Short Plats must include a title report/plat certificate, dated within 2 weeks of the permit application submission date. Does the included title report/plat certificate meet this requirement?                                                                                                                                                                                            | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| All Preliminary Short Plats where critical areas are present on-site or directly adjacent to the site may be required to submit a critical areas report (See Critical Areas Identification below for more information). Is a critical area report(s) necessary and is the critical area report(s) included? (if unsure, please email <a href="mailto:Planning@puyallupwa.gov">Planning@puyallupwa.gov</a> ) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| All Preliminary Short Plats located in the 100-year floodplain are required to submit engineering analysis, including a Floodplain Habitat Assessment. Is this plat located in the 100-year floodplain and, if so, does the submission include the necessary reports and analysis?                                                                                                                          | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

### Site Information

Property Address(es): \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Current Use(s) of Property: \_\_\_\_\_

Proposed Use(s) of Property: \_\_\_\_\_

Existing Services on Site: \_\_\_\_\_

Water: \_\_\_\_\_

Gas: \_\_\_\_\_

Sanitary Sewer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Storm Sewer: \_\_\_\_\_

Telecom: \_\_\_\_\_

Power: \_\_\_\_\_

Services Extending to the Site:

Water: \_\_\_\_\_

Gas: \_\_\_\_\_

Sanitary Sewer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Storm Sewer: \_\_\_\_\_

Telecom: \_\_\_\_\_

Power: \_\_\_\_\_

## Residential Lot Split (RLS) – Does the proposal qualify as an RLS?

Residential Lot Splits are two (2) lot short subdivisions and are only allowed under specific circumstances – please respond to the following questions to determine eligibility. If you are unsure if your proposal qualifies as a Residential Lot Split (RLS), please contact the Planning Division at [Planning@puyallupwa.gov](mailto:Planning@puyallupwa.gov). Residential Lot Splits are optional only.

- ☐ Is the applicant requesting the proposal be considered as a Residential Lot Split?

Yes \_\_\_\_\_ (If yes, please respond to the remaining questions below)

No \_\_\_\_\_ (If no, please respond with N/A to the remaining questions below)

- ☐ The parent lot cannot be located in a zoning district which is exclusively non-residential. If you are unsure, please contact the Planning Division at [Planning@puyallupwa.gov](mailto:Planning@puyallupwa.gov).

Zoning district: \_\_\_\_\_

- ☐ There shall be no more than two lots (only one newly created lot) in a Residential Lot Split (RLS).
- Both the parent lot and the newly created lot must meet the minimum lot size and dimensions under the zone district.
  - However, the lots created in an RLS cannot be of a resulting size that would allow for either lot to be further subdivided again in the future. If so, the property is not eligible for a RLS (but would be eligible for a regular Preliminary Short Plat).

Zone District minimum lot size \_\_\_\_\_

Lot #1 size \_\_\_\_\_

Lot #2 size \_\_\_\_\_

Does your proposal therefore meet this criteria?

Yes \_\_\_\_\_

No \_\_\_\_\_

- ☐ If the parent lot was created through a previous RLS authorized by this section, it is not eligible for a further residential lot split. Does your RLS proposal meet this criteria?

Yes \_\_\_\_\_

No \_\_\_\_\_

- ☐ A Residential Lot Split may either be submitted with a residential building permit(s) for the created lot(s) or may be a stand-alone application to lot split the land under these provisions. Does the proposal include residential building permit application(s)?

Yes \_\_\_\_\_

No \_\_\_\_\_

- ☐ If yes, please indicate building permit #s, if available: \_\_\_\_\_

## Critical Area Identification

The purpose of this section is to determine if a critical area report is required due to the development site containing or being adjacent to any critical areas. All critical areas identified and their associated buffers, must be shown on the proposed plat map. You can look up critical areas and buffers on the city's interactive GIS portal at <https://gis-portal-puyallup.opendata.arcgis.com/> then scroll to the "Applications" section of the page and select "City of Puyallup Critical Areas App" to view. If there are critical areas on or adjacent to the subject parcel, you may be required to provide a critical area report(s). Please see PMC 21.06.530 for general critical area report requirements. Please contact the Planning Division for critical area questions at [Planning@puyallupwa.gov](mailto:Planning@puyallupwa.gov).

**Based on the applicant's knowledge and research of the project site, please select any of the critical areas listed below that are located on or within 300 feet of the property boundaries.**

## Critical Area Identification

- |                                                                                       |                                                                                     |                                                                                        |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Wetlands                                                     | <input type="checkbox"/> Wellhead Protection Area                                   | <input type="checkbox"/> Aquifer Recharge Area                                         |
| <input type="checkbox"/> Lakes/Ponds                                                  | <input type="checkbox"/> Habitat Corridor                                           | <input type="checkbox"/> Flood Zone                                                    |
| <input type="checkbox"/> Streams/Creeks<br><i>Waterbody name:</i> _____               | <input type="checkbox"/> Habitat Conservation Area                                  | <input type="checkbox"/> Flood Zone<br><i>Flood Classification:</i> _____              |
| <input type="checkbox"/> Puyallup River Shoreline<br><i>Shoreline Classification:</i> | <input type="checkbox"/> Seismic Hazard Area                                        | <input type="checkbox"/> Volcanic Hazard Area                                          |
| <input type="checkbox"/> Conservancy                                                  | <input type="checkbox"/> Clarks Creek Shoreline<br><i>Shoreline Classification:</i> | <input type="checkbox"/> Landslide/Erosion Hazard Area<br><i>Slope Classification:</i> |
| <input type="checkbox"/> Rural                                                        | <input type="checkbox"/> Conservancy                                                | <input type="checkbox"/> Slopes 0% - 15%                                               |
| <input type="checkbox"/> Urban                                                        | <input type="checkbox"/> Rural                                                      | <input type="checkbox"/> Slopes 16% – 39%                                              |
|                                                                                       | <input type="checkbox"/> Urban                                                      | <input type="checkbox"/> Slopes 40% or Greater                                         |

Please describe the critical areas checked above and their location in relation to the proposed development. Please show their location on any plans to be submitted:

Do you know of any present or past critical area studies that have been conducted for critical areas on-site or adjacent to the site? Please describe below; including their date, scope, conclusions, and parcels they included. Please provide any previous reports with the submittal.

Do you know if any critical areas have been placed inside a tract or a protection easement that is recorded on the title or plat for this site or any adjacent site? Please describe below, including name of tract or easement, location, and Puyallup permit number or recording number:

## Submittal Checklist

1. Completed and Signed Application Form
2. Complete Survey of the Plat. A complete survey is required to be drawn which can be printed on an 18-inch by 24-inch piece of paper containing the following information:
  - a. The names and address of the owners of said tract;
  - b. The legal description of all affected tracts and legal descriptions for all the proposed lots;
  - c. County assessor parcel numbers for all affected tracts;
  - d. North arrow, scale and date of the drawing. The scale shall be one inch equals 50 feet for sites two acres in size or less, and one inch equals 100 feet for sites greater than two acres in size;
  - e. Vicinity map, containing the outline of the affected tract(s), the nearest public streets to the north, south, east and west, and the quarter/quarter section in which the site is located;
  - f. Boundary lines of the tract(s) to be subdivided, and corresponding bearings and dimensions;
  - g. Existing and proposed lot lines. The existing lot lines shall be shown using a heavy dashed line, and the proposed lot lines shown using a heavy solid line;
  - h. Square footage of all proposed lots and tracts;
  - i. Location, material and size of all monuments. Monuments shall meet the specifications of the public works director or designee;
  - j. Registered land surveyor certification that the drawing is a true and correct representation of the land surveyed, and that all monumentation location, size and materials are correctly shown;
  - k. Lot size and numbering. The square feet in each lot shall be shown, and all lots shall be numbered consecutively from one to the total number of lots. All tracts shall be assigned a consecutive letter designation beginning with the letter A;
  - l. Accurate location and dimensions of all existing structures, septic systems and utility services, and the distance between structures, improvements and utilities to the adjoining proposed lot lines;
  - m. Topography showing existing and proposed contours at five-foot (5) contour intervals except for any portion of the site containing slopes of 15 percent or greater which shall be shown at two-foot (2) contour intervals. The contour intervals shall extend at least 100 feet beyond the boundaries of the site;
  - n. Proposed utility services shall be noted upon the face of the drawing and/or shown upon the plat layout in such a manner that clearly indicates the distribution and connection points for each utility system;
    - a. Proposed preliminary Stormwater plans and report per the Department of Ecology's 2014 update to the 2012 Western Washington Stormwater Manual
  - o. The layout, names, location, purpose, width and other dimensions of proposed streets, alleys, easements, parks and other open space, property reservations, lot lines, yard requirements and utilities;
  - p. Boundaries and associated buffers, development envelopes, or other information for any critical areas as defined or required by Chapter 21.06 PMC;
  - q. Notarized acknowledgments and signatures of the property owner(s);
3. Title Report/Plat Certificate: a plat certificate confirming ownership and any easements or other encumbrances of record affecting the subject parcel. The plat certificate **shall be no older than two weeks old at the time of submittal**.
4. [Traffic Scoping Worksheet](#) (if necessary; contact [Engineering@puyallupwa.gov](mailto:Engineering@puyallupwa.gov) to determine)
5. [SEPA Checklist](#) (if applicable; contact [Planning@puyallupwa.gov](mailto:Planning@puyallupwa.gov) to determine)
6. Critical Area Report (if applicable) with relevant critical area checklist:
  - a. [Flood Habitat Assessment](#)
  - b. [Fish and Wildlife Assessment](#)
  - c. [Mitigation Plans](#)
  - d. [Wetlands](#)

7. Preliminary storm water information: Stormwater design shall be in accordance with the current stormwater management manual as adopted by the City Council at the time of project application. Reference PMC Chapter 21.10 and current City Standards for specific stormwater design criteria.
- Copy of the Geotechnical Report drafted by a licensed professional soils scientist or other suitably trained person working under a professional engineer, geologist or hydro geologist. The report shall include an evaluation for the site's infiltration capabilities and groundwater elevation during the wet season
  - Copy of the Preliminary Drainage Report stating how the project is proposing to mitigate stormwater runoff by the development and meeting the minimum requirements of the currently adopted Ecology manual. This report shall explain how the site will feasibly manage stormwater runoff.
  - Copy of a Stormwater Site Plan showing the relative location and size of the Best Management Practice(s) proposed on the site.
8. Other Information: In order for the city to review and approve the proposed development, additional information may be determined to be needed due to site conditions, setting or the proposed improvements. Other required information may include, but is be limited to:
- Flood hazard assessments, including any required [Floodplain Habitat Assessment](#)
  - Traffic impact assessment
  - Preliminary engineering designs (frontage, floodplain)

## Certification

I hereby state that I am the applicant listed above and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data, or statements.

Right of Entry: By signing this application the applicant grants unto the city and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes, and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(or authorized agent)