

**CITY OF DEER PARK  
DEER PARK MUNICIPAL CODE CHAPTER 17.24**

**APPLICATION FOR  
PRELIMINARY SHORT SUBDIVISION**

Date Received: \_\_\_\_\_ File Number: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_ By: \_\_\_\_\_

Preliminary Plat Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_  
Traffic Mitigation Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_  
Engineering Review Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

**A. GENERAL INFORMATION**

Name of Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**If the applicant is not the property owner, include written authorization from the owner for the applicant to serve as the owner's representative.**

Name of Legal Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Site Area of Proposed Project (Acres or Square Feet): \_\_\_\_\_

Street Address of Proposed Project: \_\_\_\_\_

Comprehensive Plan Designation: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Existing Use of Property: Single Family \_\_\_\_; Manufactured Home \_\_\_\_;  
Duplex \_\_\_\_; Multifamily \_\_\_\_; Commercial \_\_\_\_; Industrial \_\_\_\_;  
Other (Describe) \_\_\_\_\_

Proposed Use of Property: Single Family \_\_\_\_; Manufactured Home \_\_\_\_;  
Duplex \_\_\_\_; Multifamily \_\_\_\_; Commercial \_\_\_\_; Industrial \_\_\_\_;  
Other (Describe) \_\_\_\_\_

List Previous City Actions Involving This Property: \_\_\_\_\_

**B. LEGAL INFORMATION**

Location of Proposed Project: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Name of Public Street(s) Providing Access: \_\_\_\_\_

Width of Property Fronting on Public Street(s): \_\_\_\_\_

Legal Description (attach legal description stamped by Licensed Surveyor and include legal description for entire area to be subdivided on the preliminary short plat): \_\_\_\_\_  
\_\_\_\_\_

If you do not hold title to the property, what is your interest in it? \_\_\_\_\_  
\_\_\_\_\_

Explain why you feel the proposed project is warranted: \_\_\_\_\_  
\_\_\_\_\_

What impact will the proposed subdivision have on adjacent properties? \_\_\_\_\_  
\_\_\_\_\_

What measures do you propose to mitigate the project's impacts on surrounding land uses? \_\_\_\_\_  
\_\_\_\_\_

**C. PRELIMINARY SHORT PLAT GENERAL INFORMATION**

Number of Lots: \_\_\_\_\_ Gross Area: \_\_\_\_\_

Average Lot Size: \_\_\_\_\_ Net Density\*: \_\_\_\_\_

Smallest Lot Size: \_\_\_\_\_ Minimum Frontage: \_\_\_\_\_

\* Net Density is lots per acre excluding public street area.

Proposed Source of Water: Public System \_\_\_\_; Private System \_\_\_\_;

Other (Describe) \_\_\_\_\_

Proposed Means of Sewage Disposal: Public System \_\_\_\_; Septic Tank and Drainfield \_\_\_\_; Other (Describe) \_\_\_\_\_

Utility Companies Providing Service to This Project:

Electricity: \_\_\_\_\_ Phone: \_\_\_\_\_

Natural Gas: \_\_\_\_\_ Other: \_\_\_\_\_

Do you (or the legal owner) have any plans for future additions, expansions, or other further activity related to this proposal? Yes \_\_\_\_; No \_\_\_\_; If "Yes", Explain: \_\_\_\_\_  
\_\_\_\_\_

**D. PRELIMINARY SHORT PLAT IMPROVEMENT INFORMATION**

Proposed Street Improvements:

	Area (Sq. Ft.)	Right-of-Way Width (Feet)	Roadway Width (Feet)
Private Driveway	_____	_____	_____
Private Street	_____	_____	_____
Public Street	_____	_____	_____

Describe Type of Surface for Each of the Above: \_\_\_\_\_  
\_\_\_\_\_

Estimated Time Period Expected for Complete Development of the Subdivision: \_\_\_\_\_  
\_\_\_\_\_

Is phasing of the finalization of the short plat proposed? Yes: \_\_\_\_; No: \_\_\_\_\_. If "Yes", show phasing on the preliminary short plat map.

Is dedication of land for public use contemplated (parks, etc.)? Yes: \_\_\_\_; No: \_\_\_\_\_. If "Yes", describe: \_\_\_\_\_

**E. SURVEYOR VERIFICATION**

I, the undersigned, a Licensed Land Surveyor, have completed the information requested. The legal description and preliminary plat have been prepared by me, or under my supervision, in accordance with the requirements of the City of Deer Park Zoning and Subdivision regulations and the laws of the State of Washington.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Registration No.: \_\_\_\_\_

**F. APPLICANT/PROPERTY OWNER AUTHORIZATION**

I, the undersigned, swear or affirm, under penalty of perjury, that the above responses are made truthfully and to the best of my knowledge. I further swear or affirm that I am the owner of record of the area proposed for the short subdivision identified herein or, if not the owner, attached herewith is written permission from the owner authorizing my actions on his/her behalf.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

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

Phone: \_\_\_\_\_

State of Washington )

SS

County of Spokane )

Signed and sworn or affirmed before me on this \_\_\_\_\_ day of

\_\_\_\_\_, by \_\_\_\_\_

Notary Seal

\_\_\_\_\_  
Notary Public in and for the State of Washington  
Residing at: \_\_\_\_\_  
My Appointment Expires: \_\_\_\_\_

**G. VERIFICATION OF PRELIMINARY CONSULTATION**

This section of the application will provide City staff with written verification that the applicant has had preliminary consultation with the agencies identified. Results of the preliminary consultation shall be incorporated into the proposed project before acceptance of the application for processing by the City.

**Water Purveyor:** Satisfactory arrangements for domestic water and fire flow requirements have \_\_\_\_ have not \_\_\_\_ been made. Comments and requirements: \_\_\_\_\_

\_\_\_\_\_  
Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire Department:** Satisfactory arrangements for fire protection and fire flow requirements have \_\_\_\_ have not \_\_\_\_ been made. Comments and requirements: \_\_\_\_\_

\_\_\_\_\_  
Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Sewer Purveyor:** A preliminary discussion has taken place and general requirements for the provision of public sewer are understood by the applicant. Comments and requirements: \_\_\_\_\_

\_\_\_\_\_  
Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

**City Engineer:** A preliminary discussion has taken place and general requirements for streets and drainage have been discussed with the applicant. Comments and requirements: \_\_\_\_\_

\_\_\_\_\_  
Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Health District:** A preliminary discussion has taken place and general requirements for submittal of this proposal have \_\_\_\_ have not \_\_\_\_ been made. Comments and requirements: \_\_\_\_\_

\_\_\_\_\_  
Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

**DEER PARK MUNICIPAL CODE EXCERPTS  
PRELIMINARY SHORT SUBDIVISIONS**

**Sec. 17.24.050. Short Plat Procedure.**

A. Preliminary Conference. Before making application for a short subdivision, any applicant may request that his/her proposal be reviewed informally by submitting three copies of same to the planning director. The purpose of the preliminary conference is to review the applicant's intent to subdivide and advise the applicant of various provisions of plans, policies and regulations, recommend ways to coordinate with various departments (if applicable), and provide the applicant with the appropriate application forms and procedures, as a short subdivision or a subdivision. The applicant may request or the planning director may call for a formal conference meeting including representatives from the Spokane County health district, city planning, building inspection, public works departments, and other agencies or departments as determined by the director in accordance with DPMC 19.12.020.

B. Submittal of Applications. Applications for approval of short subdivisions shall be prepared in accordance with DPMC 17.24.050(D) and shall be submitted to the planning director. An application lacking sufficient information for review shall be rejected by the planning director prior to submittal to the planning commission, and a written statement, citing the basis for rejection, shall be supplied to the applicant in accordance with DPMC 19.12.050.

C. Timing of Actions. Short subdivision should be either (1) approved, (2) approved with conditions, or (3) denied within 45 working days from the filing date thereof, unless the applicant gives his/her written consent to the extension of such time; provided, that in the event a SEPA review process or environmental impact statement may be necessary, the 45-working-day time period shall commence with the completion of and circulation of said final environmental declarations as required by law. The planning commission shall make written findings and conclusions of the action approval or disposition pursuant to DPMC 19.16.070, copies of which shall be distributed as follows in accordance with DPMC 19.16.080:

1. Sent or given to the applicant, affected agencies, and to other parties of record pursuant to title 19, DPMC;
2. Kept by the planning director for the public record; and
3. Be provided to the city council.

D. Required Short Subdivision Submissions. Each application for review shall consist of six copies of the proposed short subdivision together with written data in such form that, when they are considered together, they shall fully and clearly provide all

information relevant to city review and approval, and all graphic data shall be prepared by a licensed land surveyor or civil engineer.

1. Information Requirements Applicable to All Short Plats.

a. Written Data.

- i. The name, address and telephone number of the owner and the person with whom official contact should be made regarding the short subdivision;
- ii. A legal description of the property prepared by a licensed land surveyor or registered civil engineer;
- iii. A statement covering the number and size of proposed lots, proposed uses of lots, method of domestic water supply, sanitary disposal of sewage, and the total acreage of contiguous ownership;
- iv. A draft of any restrictive covenants which the applicant intends to impose upon the land within the short subdivision;
- v. The application shall be accompanied by a State Environmental Policy Act (SEPA) checklist, including a review and analysis of the comprehensive impacts of the proposed short subdivision, unless the application is categorically exempt under WAC section 197-11-800 and chapter 16.04, DPMC.

b. Graphic Data.

- i. A north arrow and the scope of the proposed subdivision;
- ii. The boundaries of all blocks, the designations of lots, lot line locations and dimensions, and all proposed lot areas in square feet;
- iii. The location, names and widths of all existing and proposed streets, roads and easements within the proposed subdivision and within 100 feet thereof, or the nearest city and/or county roads;
- iv. A layout of proposed easements, utility mains and lands proposed to be dedicated and preserved for any public purpose or for the common use of the property owners of the short subdivision;
- v. The location of any natural features such as wooded areas, streams, drainage ways, ridgelines and hilltops;

vi. One copy of the Spokane County assessor's maps showing the location of the parcel or parcels to be subdivided and the existing tax parcel number of the parcel or parcels for division and the parcel numbers of all abutting properties, and all those properties within 100 feet thereof;

vii. Conditions of surrounding property, platted or unplatted, and if platted, giving the name of the subdivision, showing the relationship of lots, blocks, rights-of-ways and easement abutting the proposed short plat. If the proposed short plat is the subdivision of a portion of an existing plat, the approximate lines of the existing plat are to be shown and a copy of the existing plat, along with any and all recorded covenants and terms and conditions of approval, shall be submitted.

c. Other Evidence.

i. The proposed source of water;

ii. Where ascertainable, logs, production data and location of all wells, water courses, bodies of water, all overhead and underground utilities, railroad lines, municipal boundaries, section lines, township lines, meander lines, and other important features existing upon, over or under the land proposed to be short subdivided and within a distance of 100 feet thereof.

2. Notice to Adjacent Property Owners by Proponent and to the Public. Notice shall be given to all property owners of record and taxpayers of record abutting the site of a short subdivision, by the proponent of any short plat proposal, prior to the open record public hearing before the planning commission in accordance with DPMC sections 19.16.010 and 19.16.050. If any property abutting the short subdivision site is owned by the same person or entity as the short plat site, the owners of contiguous property to that owned by the short subdivision applicant shall also be notified. The proponent of any short plat proposal shall also post notice of the proposal in accordance with DPMC sections 19.16.010 and 19.16.050. Any interested persons will be given the opportunity to submit in writing, to the planning commission, their comments in accordance with title 19, DPMC. Adequate and legal proof of compliance with this notification provision shall be evidenced by the submittal of an affidavit of mailing by the applicant at the time of submittal of hearing before the planning commission.

a. The planning director or the city clerk shall insure that notice is duly published, mailed to interested agencies, and posted at public locations pursuant to the referenced sections of title 19, DPMC. The planning director shall have the authority to require additional notices where deemed appropriate.

b. The continuance of a public hearing through verbal motion at a regular or special meeting of the planning commission, and posting of the continuance at established posting places, shall be deemed as adequate notice thereof to the public.

3. Design.

a. The design of short subdivisions shall conform to the requirements of any official controls relating to land use which have been adopted to implement the Deer Park comprehensive plan or any element thereof, or any other applicable official plan of standards of design; provided, that in the event of a discrepancy among standards and requirements, the higher standard or requirement shall control, as determined by the planning commission.

b. The design, shape, size and orientation of lots shall be appropriate for the use for which the divisions are intended, and to the character of the area in which they are located. Lot sizes in excess of minimum standards may be required for reasons of sanitation, steep slopes, slide hazards, poor drainage, flood hazards, or other unique conditions or features which may warrant protection of the public interest.

c. Block dimensions shall reflect due regard for the needs of convenient access, public safety, eliminations and opportunities of topography, economies of land use and road maintenance, and the provisions of suitable sites for the land use planned.

d. Road alignments shall be designed with appropriate consideration for existing and projected roads, anticipated traffic patterns, topographic and drainage conditions, public convenience and safety and the proposed uses of the land served.

e. Where a tract is short subdivided into divisions, lots, or tracts, of one acre or more, the planning commission may require an arrangement of divisions, lots, or tracts and roads, such as to permit a later resubdivision in conformity with roads, division, lot, or tract requirements or plans adopted by the city.