

Received Stamp




City of Roslyn
 Planning Department
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Short Plat Application Checklist

FOR STAFF USE ONLY

File No.:			Received By:	Date Received:	Date Complete:
Applicant	The following is a list of materials which are required for a complete application. Seven (8) copies of the set of submittal materials are required. Consult with the Planning Department if you have any questions. The Director will determine which items are not applicable (NA) at or prior to the pre-application meeting.				
	City	NA			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Master Permit Application.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Short Plat Application.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Short Plat Permit fee.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A vicinity map extending at least 800 feet in each direction from the proposed short subdivision, or further, if necessary, to assist in locating the short plat. The vicinity map shall be drawn to scale of one inch equals 800 feet.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. A Title Insurance Report obtained no more than 90 days prior to submitting the short plat confirming that the title of the lands as described and shown on said plat in the name of all the owners of all affected parcels signing the short plat.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Existing site conditions identifying the location, topography, character (lots, tracts, or parcels and easements), improvements, sensitive areas, and existing vegetation (survey).		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Photographs of existing conditions.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Site plan indicating the location of any existing and proposed buildings, streets, parking areas, or other impervious surfaces, section lines, power lines, culverts, utilities, water courses, setbacks, coverage and other dimensional requirements of Title 12 for the proposed project and within a distance of one hundred feet from its boundaries.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Soil and geotechnical studies identifying the characteristics and capabilities of site soils and landform features.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Proposed grading plan identifying roads, streets, building pads, drainage, retaining walls, and other major changes in the topographic grade.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Landscaping plan identifying the species, size, placement, irrigation, and other		

	characteristics of all existing and proposed trees, plantings, fences, rockeries, and other site improvements. Show existing and proposed utilities on landscape plan. See Section 12.50.030.D, Landscaping and Site Treatment, for specific requirements.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	12. Tree Retention Plan (See RMC Section 12.100.030 for detailed requirements).
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	13. Access plan identifying the right-of-way, pavement, construction material, traffic channelization, and other characteristic of all existing and proposed public and private streets, alleys, parking areas, trails, sidewalks, and other circulation systems (vehicular and pedestrian) with streets and trails.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	14. Utilities plan identifying the right-of-way or easement, size or capacity of all existing and proposed sewer, water, stormwater, power, telecommunications, and other public or private system. Show horizontal and vertical alignment of major city owned utilities.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	15. Engineering or working drawings in accordance with the Public Works Development Design Standards that detail: <ul style="list-style-type: none"> a. Street, curb, and gutter, parking area, sidewalk, trail, and other transportation system improvements. b. Sewer, water, and stormwater improvement locations, size, material type, grades, manholes, valves, individual stub lines, hydrants, retention/detention ponds/vaults, and other public and private utilities. c. Building floor plans, sections, and elevations defining grading, foundation, structural, electrical, mechanical, landscape, materials, finish, and other features as required by Title 12.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16. As-built drawings in accordance with Public Works Development Design Standards.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	17. Survey and monument placement in accordance with Public Works Development Design Standards.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	18. Final plat and certification in accordance with Public Works Development Design Standards.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	19. Detailed plat and certification by registered land surveyor.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	20. Traffic Impact Analysis (TIA) (Contact Engineering Dept. for details).
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	21. Impact fee calculation with studies if applicant is proposing an independent fee calculation.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	22. Copy of existing or proposed covenants, restrictions, and easements.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	23. SEPA Checklist.

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Short Plat Application

This form must be completed (clearly printed or typed) and submitted to the City with the Master Permit application and any other permit applications and associated application materials as required on the attached application checklist(s), as well as all fees as determined by the Planning Official. If you have questions or need more information, please contact the Planning Department at (509) 649-3105 or roslynplanning@inlandnet.com.

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File No.:	Received By:	Date Received:	Date Complete:
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Applicant Name:

Applicant Address:

Phone # ()

Signature:

Project / Development Name:

Project Address (including nearest intersection):

Description of Proposal:

Assessor / Tax Parcel Number(s):

A. Justification
A short plat is a mechanism by which the City may approve the subdivision of a lot into four or less lots. No further division creating more than four lots, tracts, parcels, sites or divisions from the original short plat shall be made for a period of five years from the date of recording of the short plat, unless a final plat has been approved and filed for record pursuant to the regular plat provisions of Title 12.

The Planning Official may approve an application for a short plat provided the following criteria are met (please answer the following questions):

1. Does the proposal conform to the goals, policies and plans set forth in the Roslyn Comprehensive Plan?

2. Does the proposal conform to the site and design requirements set forth in RMC Title 12? No short subdivision shall be approved unless the requirements are met.

3. Does the proposed street system and pedestrian system conform to the Roslyn Comprehensive Plan, the Architectural Design Review Standards in RMC Title 12, and the Public Works Development Design Standards as adopted by the City, and is it laid out in such a manner as to provide for the safe, orderly and efficient circulation of vehicular and pedestrian traffic?

4. Will the proposed subdivision or short subdivision be adequately served with City approved water and sewer, and other utilities appropriate to the nature of the short plat?

5. Do the layout of lots, and their size and dimensions, take into account topography and vegetation on the site in order that buildings may be reasonably sited, and that the least disruption of the site, topography and vegetation will result from development of the lots?

6. Have identified hazards and limitations to development been considered in the design of streets and lot layout to assure street and building sites are on geologically stable soil considering the stress and loads to which the soil may be subjected?