



Plat and Short Plat Alteration

Short plat alterations (Type 2 land use decision) and plat alterations (Type 3 land use decision) are required when an applicant requests a change to a recorded subdivision. Such changes could include: the creation of additional lots, a change in open space requirements, the recognition of an existing non-buildable lot, or changes in the hearing examiner's conditions of approval.

A short plat alteration is subject to a decision by the Director of Community Development and is appealable to the Hearing Examiner. Alterations shall be accomplished by following the same procedure and satisfying the same laws, rules and conditions as required for a new short plat application.

A plat alteration is subject to a recommendation by the Director of Community Development and a hearing and decision by the Hearing Examiner. Applicants for plat alterations must provide specific written responses to the following criteria from SMC 20.10.220 in a Criterion Compliance Document:

1. Describe the type of alteration requested.
2. Describe appropriate provisions proposed to improving and maintaining the health, safety and the general welfare of the public.
3. Please identify and describe any impacts to the following: open spaces, drainage ways, streets or roads/alleys or other public ways, portable water supplies, sanitary wastes, parks/recreation, play grounds, schools/ school grounds, and safe walking conditions for students.
4. Please describe how the public use and interest will be served by the alteration.

Applicant Information

Name: _____ Owner Name (if different): _____
E-mail: _____ Company (if applicable): _____
Address: _____ Phone: _____

Property Information

Property Address: _____ Parcel Number(s): _____
Total Square Feet: _____ Development Name: _____
Current Zoning: _____ Type: Plat Alteration Short Plat Alteration

Critical Areas on or near property: _____

Required Documents

Submittal Instructions

- If applying in person, applicants must [schedule an intake appointment](#).
- If applying in person, one paper copy of each document is required, including a signed version of this cover sheet, unless otherwise stated.
- A PDF version of all documents is required at time of submittal, either on a USB drive or CD. File names must contain the document type as listed on this form, the name of the applicant, and the submittal date. For example: *Project_Narrative_Smith_01-18-2018*.

Submittal Documents

- [Acceptance of Financial Responsibility / Affidavit of Applicant Status](#) (signed by majority of those persons having an ownership interest in subdivision)
- Agreement (Applicable when restrictive covenants would be affected by the alteration. Agreements must state that the parties agree to terminate or revise the covenant.)
- Calculations, Lot Closures & Lot Summary
- Criterion Compliance Document (Plat Alterations only; see page 1 for requirements)
- Critical Area Affidavit
- Declaration of Covenants, Conditions & Restrictions
- Draft Easements
- [Eastside Fire & Rescue Review Sheet](#)
- Legal Description
- Mailing List ([Template](#)) and [Map](#)
 - a. Mailing list and map to include all property owners within 1,000 feet of the subject site (2,000 feet for properties within EHNSWB overlay).
- Plan Set
- Pre-Application Conference Notes
- Project Narrative
- Public Works Standards Deviation (if proposed)
- [SEPA Environmental Checklist](#) (if applicable)
- Title Report (<30 days old)
- Traffic Concurrency Certificate

Fees

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|---|---------|
| Type 2 Land Use Application Counter Service Intake Fee (Short Plat Alteration) | \$264 |
| Type 3 Land Use Application Counter Service Intake Fee (Plat Alteration) | \$396 |
| Preliminary Review Deposit (Short Plat Alteration) | \$3,300 |
| Preliminary Review Deposit (Plat Alteration) | \$6,600 |
| Legal Notice Publication/Mailing | \$569 |
| Critical Areas Review (if applicable) | \$924 |
| SEPA Determination (if applicable) | \$660 |
| Legal Notice Posting | \$315 |

The listed fees are initial deposit amounts based on hourly rate. If the initial deposits have been exhausted before the project is completed an additional deposit will be required in the amount estimate by the Community Development Department round to the nearest 10-hour increment.

Signatures

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge and I acknowledge that willful misrepresentation of information will terminate this permit application. I have read this application in its entirety and understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed in accordance with Chapter 20.05 SMC.

Applicant, Representative, and/or Owner Signature:

Date:

Applicant, Representative, and/or Owner Signature:

Date: