

**17.44.070 Short subdivision application requirements.**

A. Application. Application for a short subdivision shall be made with the department of public works on forms prescribed by the town. Application shall be made by the owner or owners of the parcel or parcels intended to be developed as a unit or by a duly authorized agent or agent of the owner. The owner or owners of all parcels to be included must join in or be represented in the application.

B. Contents of the Application. The application shall include five copies of the proposal for preliminary short subdivision as described in EMC [17.44.080](#).

C. Application Fee. The short subdivision filing fee, the amount of which shall be set by resolution of the town council, shall accompany the application.

D. The application shall also include an environmental checklist and the fee for environmental review set forth in Chapter [15.04](#) EMC if:

1. A part of the short subdivision is located upon lands covered by water; or is located within wetlands or sensitive areas set forth by Chapter [15.16](#) EMC; or
2. The application is for a resubdivision of a short subdivision or short plat;
3. Any dedication for right-of-way is required or upgrade or construction of utilities is required per EMC [17.44.110](#), [17.44.120](#) or [17.44.130](#);
4. Is within “shorelines of the state,” as defined in the Shoreline Management Act. (Ord. 92-9 § 3, 1992).

**17.44.080 Application, preliminary short plat proposal – Contents – Requirements.**

The following information is required on applications and preliminary short plat proposal for short subdivision plat:

A. Name, address and telephone number of the landowner, and any persons participating in the short plat subdivision as the agent of the owner;

B. The existing zoning classification;

C. The source of water and the method of sewage disposal and storm drainage;

D. A legal description of the parcel to be divided and a legal description of each divided lot, tract or parcel resulting from the subdivision, together with a computation of the dimensions of each lot, excluding therefrom square footage from road easements or access roads;

E. The date, scale and an arrow pointing north;

F. The designation of each subdivision lot by number;

G. A vicinity sketch of the location of the short plat, drawn in ink on an 18-inch by 24-inch mylar sheet to a scale of four inches equals one mile, of sufficient detail to orient the original tract;

H. A drawing in ink of the proposed short plat, on a sheet of 18-inch by 24-inch mylar, to a scale not smaller than one inch equals 50 feet, along with a sepia reproducible copy and five copies;

I. A short plat map shall show the legal description, boundary and dimensions of the original tract, including its assessor's parcel number, and all adjoining private or public roads, and identifying names of such roads:

1. Legal description,
2. Boundary and dimension of the original tract,
3. Assessor's parcel numbers,
4. All adjoining private or public roads,
5. The width and location of all access roads to the short plat lots,
6. Profiles along existing centerlines of any proposed rights-of-way,
7. Contours on the maps will show intervals of five feet except where a slope is in excess of 50 percent, then the intervals may be 10 feet. All elevations shall be based upon town of Eatonville datum,
8. Watercourses, rock outcroppings, if any,
9. Existing fences,
10. Existing buildings and all other existing improvements,
11. Relationship to adjoining land, including the direction and gradient of all ground slopes,
12. Present usage,
13. Any proposed streets and street names,
14. Lot lines, lot number and block numbers,

15. Any sites reserved or dedicated for parks or schools to meet the requirements of the comprehensive plan,

16. Title, scale, north arrow, date, and reference to the datum movement,

17. All existing and proposed utilities, utility easements and rights-of-way;

J. A copy of any existing or proposed covenants;

K. Surveys shall be required for all short subdivision plats, and shall be accomplished as required by the Survey Recording Act, Chapter [58.09](#) RCW, and shall be monumented as stated therein and as further required by RCW [58.17.240](#), and shall not be considered approved until the same has been filed with the county auditor;

L. A title report or preliminary title report or certified letter from a title insurance company documenting the ownership and title of all intended parties in the plat or dedication listing all encumbrances. The report shall be dated within 45 days prior to submittal of the short plat application;

M. The preliminary short plat shall not be acted upon until:

1. A declaration of nonsignificance or mitigated declaration of nonsignificance has been issued by the responsible official in accordance with EMC Title [15](#), or

2. A draft EIS has been circulated for the full review period for critical comments required by the State Environmental Policy Act and EMC Title [15](#), and the final EIS has been issued if required, and

3. The application is complete, including proposed utilities, roads or other improvements required are shown and agreed upon by the director of public works. (Ord. 92-9 § 3, 1992).

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