

CITY OF PULLMAN, 325 SE PARADISE ST., PULLMAN, WA 99163

INFORMATION REQUIRED WHEN APPLYING FOR A SUBDIVISION PRELIMINARY PLAT APPLICATION

APPLICATION

A complete application must be filed at least 30 days prior to the public hearing before the Planning Commission in order to allow time for staff review and public notification. An application will not be accepted until complete, as determined by the Director of Public Works. The attached flow chart illustrates the plat approval process. A complete application must include:

1. Application Form (Attached).
2. Environmental Checklist. The Checklist will be reviewed by the City’s designated “responsible official,” who will determine if there appears to be a probable significant environmental impact; if so, an Environmental Impact Statement (EIS) will be required.
3. Adjacent Property Owners List. A notarized letter from a title company listing names, addresses, and parcel numbers of owners of all property located within 300 feet of the property involved. When any property adjacent to the subject property is owned by the applicant, owners of all property within 300 feet of the applicant’s entire property shall be listed.
4. Preliminary Plat Drawing. A reproducible preliminary plat drawn to a scale of 1” = 40’ is required. This drawing must include:
 - a. Proposed name of the plat or subdivision;
 - b. Location by section, township, range, and/or by other legal description;
 - c. Names, addresses and phone numbers of the developer(s), property owner(s), and registered land surveyor preparing the plat;
 - d. Scale of plat, date, and north point;
 - e. Existing topography of the land indicated by contours at 5-foot intervals or less, except where a slope is in excess of 50%, then the interval may be 10 feet. All elevations shall be based on City of Pullman datum;
 - f. A vicinity sketch at a scale of not more than 800 feet to the inch showing the proposed plat in relation to surrounding property;
 - g. Land use zoning classification and the floodplain zone classification;
 - h. The land or lot divisions of adjoining properties within 100 feet of the boundary of the plat;
 - i. Location, widths, and names of existing or prior platted and proposed streets, railroad or utility right-of-way or easements, parks or other public spaces, pedestrian walkways and existing permanent structures to be retained within and adjacent to the proposed plat. (In a replat, the original lots, blocks, streets and easements shall be shown in dotted lines in scale with the proposed replat.);
 - j. Existing and proposed water and sewer lines, utilities on, under, or over the land showing approximate size, grades, and locations;
 - k. Layouts, approximate area, number, and approximate dimension of proposed lots;
 - l. Location of all ditches, culverts, catch basins, and other parts of the design for the control of surface water drainage;
 - m. Typical roadway section right-of-way to right-of-way and approximate grade for all proposed streets.
5. Proof of Ownership/Permission from Owner. Applicant must submit proof of ownership of the property in question. All owners must join in or be represented in the application. If the applicant is not the owner of the subject property, an affidavit must be submitted by the owner granting the applicant permission to act as his/her agent.

FEES

1. Preliminary Plat Filing Fee\$ 500.00 + \$15.00/lot proposed
2. Environmental Checklist Review Fee:\$ 400.00
(\$250 will be refunded if an EIS is not required)

ASSISTANCE

The Public Works Department is available to answer questions about an application by phoning (509) 338-3213.

❖❖ A FINAL PLAT MUST BE APPROVED BY THE CITY COUNCIL UNDER A SECOND APPLICATION. ❖❖

RECEIPT NO.: _____

DATE APPLICATION RECEIVED: _____

DATE APPLICATION ACCEPTED AS COMPLETE: _____

CITY OF PULLMAN
SUBDIVISION PRELIMINARY PLAT APPLICATION
Pullman City Code 13.80.060

APPLICANT:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

STATUS (property owner, lessee, agent, purchaser, etc.): _____

PROPERTY OWNER (if different than applicant):

NAME: _____

ADDRESS: _____

TELEPHONE: _____

REGISTERED ENGINEER OR LAND SURVEYOR:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

NAME OF SUBDIVISION: _____

ZONE DESIGNATION: _____ **TOTAL AREA:** _____ **NO. OF LOTS:** _____

All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.

Applicant's Signature

Date

PROCEDURE

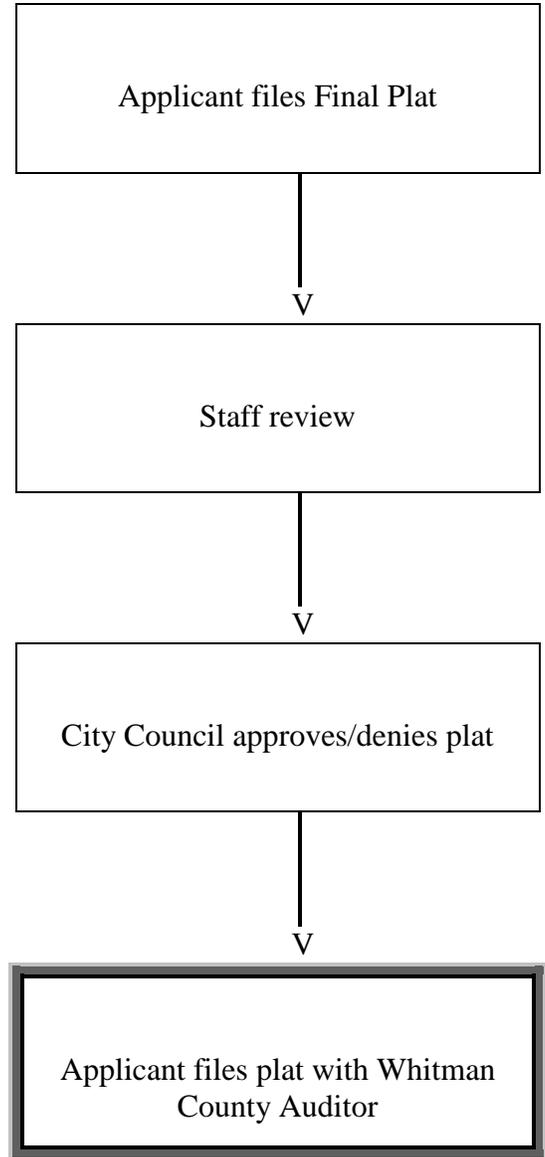
PRELIMINARY PLAT – STEP 1

**MAXIMUM TIME TO ACTION BY
CITY COUNCIL: 90 DAYS***



FINAL PLAT – STEP 2

**MAXIMUM TIME TO ACTION BY
CITY COUNCIL: 30 DAYS**



***SOME EXCEPTIONS APPLY**