



## **Petition for Short Plat**

400 N Mill St  
PO Box 229  
Colfax, WA 99111  
(509) 397-3861

### **Pre-application**

Applicants for all development permits such as variances, conditional uses, and short plats are encouraged to contact the Building & Community Development Associate or City Administrator prior to submitting an application to discuss the nature of the proposed development such as requirements and restrictions.

### **Application Procedure**

1. Applicant files a complete application with the City Clerk along with \$275 fee (non-refundable)
2. The City will set a date for a public hearing which is held for preliminary review by Planning Commission
3. If the Planning Commission gives preliminary approval, recommendation will be made to City Council.
4. Council makes decision based on Planning Commission's recommendation
5. Record with Whitman County Auditor's Office

### **Submittal Requirements**

A complete application is required before the City of Colfax can proceed with technical analysis and make an informed decision on a short plat petition. Below is a list of materials that are required for short plat applications. The City of Colfax will not process any application until all the items on the list have been submitted. Please consult with the Building & Community Development Associate if you have any questions. All application materials become public information.

### **Required Materials from Applicant:**

- Complete short plat application form.
- Letter addressed to Planning Commission requesting short plat.
- Full legal description and plot map of the property showing dimensions, setbacks and easements
- Application Fee of \$275 (non-refundable)
- Surveys shall be required for all short plats and shall be prepared by a registered land surveyor or engineer.
- Applicant and Notary Signatures

### **Standards for Submittals:**

- After the Planning commission has given its preliminary approval, there shall be filed with the city clerk an original mylar or other approved reproducible material tracing and ten prints, which shall meet the following standards:
- A. The short plat shall be numbered as designated by the Whitman County auditor;
- B. Drawn in ink to a scale not smaller than one inch equals one hundred feet on a sheet of eighteen inches by twenty-four inches;
- C. The short plat shall show the legal description, the boundary and dimensions of the original tract, including its assessor's parcel number, and all adjoining public or private roads and identifying names of such;
- D. A vicinity map drawn to a scale of four inches equals one mile of sufficient detail to orient the location of the original tract;
- E. Name and address of the owner of record of the original tract, scale of the drawing, and north directional arrow;
- F. The tract(s) or lot(s) of land proposed to be sold, leased or built upon, each of which is designated by numerical designation; dimensions of each tract or lot;
- G. Width and location of access to all short platted lots;
- H. The location and use of all buildings on the original tract (may be eliminated in the final plat);
- I. Space on a second eighteen-inch by twenty-four-inch sheet shall be reserved for covenants, restrictions, comments and signatures of the appropriate owner, city and county officials;
- J. Surveys shall be required for all short plats; provided that if there is sufficient existing survey monumentation, which means that at least two of the boundaries were included in a previous survey and one corner is also monumented, then the short plat committee may waive this requirement.



## Application for Short Plat

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### APPLICANT INFORMATION

YOUR NAME(Please write above this line)			PHONE#
BUSINESS NAME(If Applicable)			FAX#
MAILING ADDRESS			
CITY	WA	ZIP	
E-MAIL ADDRESS			
SIGNATURE (ORIGINAL REQUIRED)			DATE
Note: I consent to an on-site inspection by an employee(s) of the City of Colfax			

### Property

Address/location \_\_\_\_\_ Parcel # \_\_\_\_\_

Current Zone: \_\_\_\_\_ Size: \_\_\_\_\_ (acres or square feet)

\*Attach a legal description of property and a plat map on following pages

### Land Use

Existing use of the property:

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Intended use of property:

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Changes to be made to the property:

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Special information (deed restrictions, etc) the Short Plat Committee should know:

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EXHIBIT A

**SHORT PLAT REQUEST LETTER**

PARCEL NUMBER \_\_\_\_\_ FILE No. \_\_\_\_\_

\*Please attach a letter addressed to the Planning Commission. In the letter, please include any information they may need to know such as the short plat being requested, and how it meets the requirements as outlined in this packet and in the Colfax Municipal Code .

EXHIBIT B

**PLAT MAP OF PROPERTY LOT**

PARCEL NUMBER \_\_\_\_\_ FILE No. \_\_\_\_\_

\*Please attach survey/plat maps of the property. Please indicate and label dimensions of property/structures, setbacks, and easements. Surveys and plats must be prepared by a registered land surveyor or professional engineer.

EXHIBIT C

**FULL LEGAL DESCRIPTION OF PROPERTY**

PARCEL NUMBER \_\_\_\_\_ FILE No. \_\_\_\_\_

\*Please attach a full legal description of property

## Signatures and Notary Seal

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I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant and Date

**SIGNATURE BY THE APPLICANT INDICATES THAT HE/SHE HAS READ AND UNDERSTANDS THE REQUIREMENTS OF THE SHORT PLAT PROCESS AND THE PLANNING COMMISSION HEARING PROCESS.**

**NOTARY** \_\_\_\_\_

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT \_\_\_\_\_ is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this \_\_\_\_\_ day, of 20\_\_\_\_\_ .



\_\_\_\_\_  
Signature of Notary Public