

SHORT PLAT INFORMATION AND INSTRUCTIONS



City of Chewelah

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WHAT IS A SHORT PLAT?

A short plat subdivides property into four or fewer parcels. You can find the full procedures for filing and processing a short plat in the City's Development Regulations (17.12.040).

WHAT DO YOU NEED TO PROVIDE?

- A completed application form
- Three printed copies and one pdf copy of a map of your short plat, with north arrow scale, date, existing topography, existing buildings, the proposed lot configuration, various easements, and dedications. Clearly indicate the boundaries of your property on the map and all adjacent properties.
- A legal description of your property (in the event that the boundaries are described by metes and bounds, the accuracy of the description needs to be attested to and signed by a registered land surveyor)
- A completed environmental checklist, if applicable

WHAT IS THE APPLICATION PROCEDURE?

Step 1: You should compile the items described above for your short plat application, submit your completed application to the City and pay the application fee. City staff will be available to meet with you to review the requirements and provide assistance as necessary.

Step 2: Staff has 14 days to review your application for technical completeness and will contact you in writing if there is a need for further information. In this event, you will need to submit the requested items and staff will reassess your application.

Step 3: The City has 30 days to review your short plan and may approve your short plat (possibly including conditions) if it finds:

- ❖ Your proposal complies with the Comprehensive Plan and Development Regulations
- ❖ Your proposed subdivision serves the public use and interest
- ❖ Your proposed subdivision can be adequately serviced by public facilities
- ❖ Implications due to physical characteristics have been considered in your plat's design, and
- ❖ Your proposal makes provision for dedications, easements and reservations.

Step 4: The City will issue a Notice of Decision approve or deny your application, which if not appealed within 14 days becomes final.

WHAT IS THE TIME LIMIT ON APPROVALS?

The permit for a Short Plat shall be valid for five years from the approval date.

DOES THE APPLICATION NEED A SEPA DETERMINATION?

Most Short Plats are exempt from SEPA, but some, depending on the scope of the project, may require the City to consider likely environmental impacts and issue an environmental determination. \$500 Additional fee, if required.

WHAT IS THE APPLICATION FEE?

\$500 + \$110 Recording Fee

DO SHORT PLAT APPLICATIONS REQUIRE A PUBLIC HEARING?

Short Plats do not require a public hearing.