

Short Plat Application



Community Development

525 West Cota Street, Shelton, Washington 98584



Short Plat Application

Application Checklist

(Please Initial each box to verify to staff that you have read and included the referenced items)

Note: This checklist must be completed before your application will be accepted by the City of Shelton. Bring this completed application and checklist along with all required documentation to the City of Shelton office. Failure to submit all necessary information will cause a delay and/or rejection of your submittal. This is the MINIMUM submittal for all short plats. Additional information may be required depending on the scale and location of the proposal.

Office Staff	Requirement	Applicant Initials
	Short Plat Application (Fully Completed and Signed)	
	Application Fee - \$920 (payable to the City of Shelton)	
	A fully completed, signed, and notarized Declaration of Short Subdivision	
	Two (2) Copies of all (draft) easements proposed for private roads, utilities, storm water easements, etc. as well as copies of all easements which currently encumber the property.	
	One (1) plat certificate/title report no more than forty five days old, from a title company showing interest of the persons signing the declaration of short subdivision.	
	Two (2) copies of a preliminary short plat map prepared by a licensed land surveyor on a sheet of paper having dimensions of 18" by 24" containing ALL of the information required in SMC 19.28.020(B)	
	If any existing development is present on the site a detailed site plan illustrating all existing improvements (structures, parking areas, patios, utilities, etc.) must be submitted. Write "NA" or "Vacant" if the property is vacant or has no development present on it.	
	Two (2) copies of a Preliminary Storm Drainage Report and Preliminary Design	
	Two (2) copies of a Preliminary grading plan which illustrates the existing site topography and proposed site topography.	
	Two (2) copies of any required critical areas reports (wetlands, steep slopes, habitat areas associated with lakes/streams).	
	One (1) Digital Copy (.pdf) of all materials on a CD or Thumb Drive	



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General Information

Site Address: _____

Assessor's Parcel Number(s): _____

Legal Description: _____

Owner: _____ Phone: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Agent/Contact Person (if different than owner): _____

Phone: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Zoning Designation of Property: _____

Square Footage Range of proposed lots: _____ sq. feet to _____ sq. feet

By signing below, I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Shelton and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application.

Signature of owner or authorized representative

Date