



Planning Department

Short Subdivision (Short Plat) Procedure

AHMC

(Airway Heights Municipal Code)

16.07

P.O. Box 969, 13120 W. 13th, Airway Heights, WA. 99001 Phone: 509.244.2552 Fax: 509.244.4746

Short Subdivision (AHMC 16.02.010)

"The division or redivision of land into four or fewer lots, tracts, parcels, sites or divisions, any one of which is less than five acres in size, for the purpose, whether immediate or future, of transfer of ownership, or for building developments, including all designations in street lines, public area boundaries, lot lines, easements, rights-of-way, pavement widths, curb lines, location and size of utilities, location and size of land areas to be dedicated; provided, that this definition of a short subdivision shall not include those divisions of land for agricultural purposes, where each parcel is five acres or more in area and which does not include any new streets, easements, rights-of-way, or other provisions for necessary public areas and facilities."

WHAT TO SUBMIT (AHMC 16.07.030,C)

All applications shall at a minimum, include the following, and any additional information deemed necessary by the City Planner:

- Payment of appropriate fees
- Completed General Land Use Application Form
- Subdivision Supplemental Information Form
- A minimum of six (6) copies of the preliminary plat
- Vicinity sketch of not more than 1"=400'
- State Environmental Policy Act (SEPA) Checklist (if applicable)
- A signed and completed "Agreement to Pay Fees"

PRELIMINARY APPROVAL PROCESS

Prior to submittal of a complete application, a formal meeting will be scheduled with city staff and interested parties to discuss, in specific terms, the proposed development, city design standards, needed permits and/or approvals, environmental review (if needed), fees, process, and processing schedule. Applicants may elect to participate in an informal meeting prior to making formal application.

At the conclusion of the pre-application meeting, a formal application may be submitted. Within twenty-eight (28) days of receiving a date-stamped application, the City Planner will review the application and provide the applicant(s) with a written determination that the application is complete or incomplete.

Following the issuance of a letter of completeness, the City Planner will schedule a Technical Review Committee meeting (TRC) composed of all affected parties.

Written notice will be provided to the landowner/applicant for posting on the property pursuant to AHMC 14.04 and for publishing in the Spokesman Review and on local access television. The review period will be no less than 14-days and no more than 30-days.

Upon completion of the public notice period, the City Planner will make a formal written decision on the application. Decisions on preliminary short plat applications will be made within thirty (30) calendar days of the issuance of a letter of completeness.

Notice of the decision will be provided to the applicant/landowner and affected parties.

PRELIMINARY PLAT STANDARDS

The preliminary short plat must include and clearly show the following features and information:

1. Present and proposed tract designations or short subdivision names, names and addresses of property owners, notations indicating size, scale, north arrow, section, township, and range, and date of preparation.
2. Boundary lines and dimensions of all proposed lots or tracts;
3. Easements and rights-of-way, present and proposed, including location, width, and purpose;

4. Streets and alleys on and adjacent to the site, including name, location, and right-of-way widths;
5. Utilities on and adjacent to the site, present and proposed;
6. Ground elevations, with twenty (20) foot contours if land slope is regular. More detailed mapping may be requested.
7. Proposed lot and block numbers;
8. Legal description, certified by a registered land surveyor;
9. Existing zoning classifications on and adjacent to the site;
10. Approximate location of existing buildings, septic tanks, drainfields, wells, or other improvements;
11. Approximate location of all natural features such as wooded areas, streams, or drainageways;
12. Minimum building setback lines;
13. Sites, if any, to be reserved, dedicated, or offered for sale for parks, playgrounds, or other public uses.

3. Boundary lines and names of all public and private rights-of-way;
4. Lengths and bearings of all lines;
5. Size and dimensions of each lot;
6. Location of all control points and monuments
7. Names of all adjacent subdivisions;
8. True north point, scale, datum plane;
9. Elevations of all boundary corners;
10. Street names and profiles of all street centerlines;
11. Sewer and water line profiles including "T's" and "Y's";
12. Certification by licensed land surveyor;
13. Notarized certification of the owner(s);
14. Signatures written in permanent black ink of the landowner, licensed land surveyor, City mayor, City Clerk, City Planner, City Engineer, Spokane County Treasurer, Spokane County Auditor;
15. Legal description of the short plat;

FINAL APPROVAL PROCESS

Within five (5) years of the date of preliminary approval, the applicant must submit an application for final approval. The application must include nine (9) copies of a complete final short plat consistent with the final plat standards, certification of taxes paid, certificate of title indicating ownership, proof of compliance with any conditions of approval, and any supporting documentation.

Within sixty (60) days of submitting a final plat, the City Planner and City Engineer will determine whether the final plat is complete and all requirements have been met. Once all appropriate signatures have been obtained, the applicant shall file the final plat with the County Auditor.

The City Planner must be notified within ten (10) days of filing the final short plat with the Spokane County Auditor.

FINAL PLAT STANDARDS

All final plat drawings must be neat and legible, drawn on 18"x24" mylar and contain, at a minimum, the following information (Below is an abbreviated list, for a comprehensive list of standards. Please contact the Planning Department prior to submittal.):

1. Short plat file number;
2. Property location (parcel #, Township, Range, Section);

CONTACTS

City of Airway Heights

Planning Department	509.244.2552
Building Department	509.244.5514
Fire Department	509.244.3322
Public Works	509.244.5429

NOTES

DISCLAIMER

This form is not intended to be a complete and comprehensive list of all information that will be required as projects vary in complexity and scope. It is the responsibility of the applicant to provide all necessary information. It is highly recommended that the applicant visit the Planning Department prior to submitting a formal application.