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## SHORT PLATS

For more information, refer to Snohomish Municipal Code (SMC) 14.215.120

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### WHAT IS A SHORT PLAT?

Before any portion of an existing lot may be sold, traded, or given to another party, that lot must be legally subdivided. A legal subdivision is one which the City has approved according to established criteria. A short plat is the subdivision of land into four or fewer lots. A preliminary short plat must be approved prior to approval and recording of a final short plat.

Short plat applications are reviewed and approved by City staff as Type 3 Permits.

### WHAT ARE THE CRITERIA FOR A PRELIMINARY SHORT PLAT?

A proposed preliminary short plat may be approved only if it meets the requirements of the following:

- The criteria of RCW 58.17.110
- The Snohomish Comprehensive Plan
- The Land Use Development Code section 14.215.120A, and the concurrency requirements of section 14.20.090
- The City's Public Works Engineering Design and Construction Standards
- No more than four lots may be created

Off-site improvements or dedications of land which are needed to mitigate the development's impacts, as determined by the City, must also be provided. Preliminary subdivision approval considered the basis for which the applicant may proceed toward development of the subdivision and preparation of the final short plat.

### WHAT IS REQUIRED FOR FINAL SHORT PLAT APPROVAL?

Final short plats are subject to the conditions of the preliminary approval: verification that all construction has been completed to City standards, and/or financial guarantees have been accepted.

### HOW DO I BEGIN?

Before applying, you are encouraged to share your ideas with City staff. Early discussion may help to facilitate a rapid review of your application. Pre-Application Review meetings are recommended for short plat permits, and are a great opportunity to get early guidance from City staff on policies, regulations, and code compliance. Pre-Application Review are submitted through the [SSPP](#).

### WHO REVIEWS MY APPLICATION?

Plat proposals are submitted through the [SSPP](#) and reviewed by the Planning division, the Engineering division, the Public Works division, and the Fire District. The Planning Director and City Engineer decide what improvements (streets, drainage, etc.) will be required as conditions of approval.

You will be notified by the Planning division if your proposal must be revised in order to meet the City's requirements. The Planning Director may determine that third party analysis is necessary to complete the review of the application. If so, such analysis will be conducted at the applicant's expense.

### WHAT IS THE APPLICATION PROCEDURE?

Short plat proposals must first receive preliminary approval of a Short Plat Application. The permit process and submittal requirements vary depending upon the environmental condition of the land. SEPA-applicable proposals undergo the following process:

- Prior to formal submittal, short plat proposals are recommended to provide a **Pre-Application** submittal and review the City staff comments.
- **28 days** after the formal submittal, City staff issues a determination of completeness, or a letter of incomplete application. If complete, a notice of application is published for public comment. Applicant is advised of agencies that may have jurisdiction over the proposal.
- **14 days** after re-submittal (if applicable): City staff issues a determination of completeness, or a second letter of incomplete application (this continues until the application is complete).



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- **14 days** after determination of completeness: City staff issues a Notice of Application to the public, other City departments, and agencies with jurisdiction. Public notice is also sent to all properties within 300 feet of the site.
- Public comment period for the notice of application is **15 days**.
- **90 days** after complete application submittal: City staff issues a threshold determination and Environmental Impact Statement (EIS), if required, when features and impacts of the proposal can be reasonably identified. The applicant may request a 30-day extension of the threshold determination, if necessary. Preliminary short plat/subdivision approval is usually provided at this time.
- Public comment period for the threshold determination and preliminary subdivision approval is **15 days**.
- **120 days** after determination of completeness and after public comment period is lapsed: City staff makes a decision regarding the proposal's consistency with applicable criteria.

City Engineer's cost estimate for the improvements. Said bond or surety must specify a period within which to complete the improvements, not exceeding two years from the date of final plat approval.

## HOW DOES AN APPROVED SHORT PLAT GET FINALIZED?

The short plat map must be submitted to the City for the approvals and signatures of the Planning Director and the City Engineer through the [SSPP](#). The signatures on the face of the final short plat serve as approval of the short plat.

Once the short plat map is finalized and approved by the City, it needs to be recorded at the Snohomish County Auditor's office, to create public record. The Snohomish County Auditor follows State of Washington standards for recording. To make this easier for you, the City's requirements comply with County and State regulations. County map requirements are listed in the Final Short Plat Submittal Checklist, which is provided in this packet.

## WHAT IF MY SUBDIVISION IS SEPA-EXEMPT?

SEPA-exempt short plats undergo a similar process, without the threshold determination.

## WHERE IS THE AUDITOR'S OFFICE LOCATED?

The Snohomish County Auditor is located in the Administration East building of the Snohomish County campus, at 3000 Rockefeller Avenue in Everett. They can also be reached by calling (425) 388-3483.

## WHAT IF MY PROPOSAL REQUIRES PUBLIC IMPROVEMENTS?

If the proposal requires City acceptance of public improvements, such as street, sidewalk, stormwater, or utilities, the Planning Director's decision may be a preliminary approval of the proposal in the form of a letter to the applicant stating any conditions of approval.

## FINAL STEPS

Once your short plat map is recorded, you must return a conformed copy of it back to the City. This can be done at the time of recording in one of two ways. You may bring an additional copy of your map to the Auditor's office and ask for a "conformed sticker", or for a small fee, the recording clerk can make a copy of the recorded document for you.

City staff will coordinate with the City Engineer in determining acceptance of public improvements. The Planning Director and City Engineer shall not give final approval, nor shall any short plat be recorded, until the stipulated public improvements are complete or bonded for (see SMC 14.215).

## CAN I RE-SUBDIVIDE SHORT PLATS?

Land within an approved short plat cannot be further short platted for 5 years.

In some cases, the City may approve the short plat with certain incomplete improvements. This is done only if said improvements are more practically done later. In these cases, the applicant must deposit a performance bond or cash surety, with the City as beneficiary, in an amount not less than 150% of the

**NOTE: This information should not be used as a substitute for City codes and regulations. You should review all the details of your project with the Planning and Development Services Department at 116 Union Avenue (360-568-3115).**