



FINAL SHORT PLAT APPROVAL INSTRUCTIONS

Approval of final short plats must be in accord with RCW 58.17 and WRMC 16.08. Following the steps below will help you to gain final approval of your short plat:

1. **When to Submit** – The city can accept final short plat applications once certain preliminary short plat conditions of approval from the Notice of Decision are met including any necessary installation of utilities and access facilities (contact the Public Works department about infrastructure approvals and the options for bonding). Please note that the preliminary short plat approval expires after 24 months of issuance, with an option for a six-month extension if the applicant can demonstrate that substantial progress has been made.
2. **Application Materials** – When ready for final review, the applicant must submit a completed final short plat application with all required materials to the Community Development Department. Required materials include:
 - Completed and signed application
 - One (1) large paper copy of short plat map (18" x 24")
 - One (1) pdf file of short plat map emailed to planner@westrichland.org
 - Title report issued no more than 30 days prior to application submittal (1 paper copy and 1 pdf copy)
 - Applicable fees per the Master Fee Schedule
 - Any other information as may be required by the Community Development Director
3. **Final Review Process** – Once the application materials are received and determined complete, the Community Development Department will distribute to agencies for final review. The final review process may take up to 4 weeks. The Community Development Department will determine whether the final short plat map meets the conditions of approval from the Notice of Decision, requirements of the WRMC, and contains all necessary information. The Community Development Department will notify the applicant of any required changes to the short plat map and the applicant will be responsible to make the required changes and resubmit to the Community Development Department.
4. **Signatures and Filing** – The Community Development Department will notify the applicant when the final short plat application has been approved and is ready for signatures and recording. The applicant will print the approved short plat and be responsible for obtaining the required signatures on the face of the plat. Payment of taxes will be required to obtain a signature by the County Treasurer. Once all required signatures are obtained, the applicant shall file for record in the office of the Benton County Auditor at the applicant's expense.
5. **Official Recorded Copy** – The applicant must provide a certified copy of the recorded short plat to the City. The short plat will not be deemed approved until it is filed and a copy has been provided to the City.



Final Short Plat Application

Community Development Department
 3100 Belmont Blvd. Suite 104, West Richland, WA 99353
 509-967-5902 Fax 509-967-2419 Inspection Line 967-3518

PROPERTY OWNER INFORMATION		<input type="checkbox"/> Contact Person
Owner:		
Address:		
Phone:	Email:	

APPLICANT/CONTRACTOR INFORMATION (if different)		<input type="checkbox"/> Contact Person
REQUIRED CONTRACTORS LICENSE #		
Company:	UBI#	
Contact:		
Address:		
Phone:	Email:	

SURVEYOR INFORMATION		
Company:		
Contact:		
Address:		
Phone:	Email:	

PROPERTY INFORMATION		
Parcel #:		
Legal Description:		
Total Area (acres):	Number of Lots:	

UTILITIES INSTALLED & APPROVAL OBTAINED FROM APPLICABLE AGENCY (list provider)		
Water Supply: <input type="checkbox"/> Well <input type="checkbox"/> City	*Requires submittal of Benton-Franklin Health District verification that all health district regulations have been met.	
Sewage Disposal: <input type="checkbox"/> Sewer <input type="checkbox"/> Septic Tank*		
Irrigation: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Electricity: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No		
Telephone: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Natural Gas: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Cable TV/Internet: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

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|---|
| APPLICATION MUST INCLUDE |
| <ul style="list-style-type: none"> 1 Large paper copy of short plat map (18" X 24" min.) printed 1 pdf copy of short plat map emailed to planner@westrichland.org Title report issued no more than 30 days prior to application submittal (1 paper copy and 1 pdf copy) Applicable fee(s) per the Master Fee Schedule Applicant signature Any other information as may be required by the Community Development Director. |

I authorize employees and officials of the City of West Richland the right to enter and remain on the property in question to determine whether a permit should be issued and whether special conditions should be placed on any issued permit. I have the legal authority to grant such access to the property in question.

I also acknowledge that if a permit is issued for land development activities, no terms of the permit can be violated without further approval by the permitting entity. I understand that the granting of a permit does not authorize anyone to violate in any way any federal, state, or local law/regulation pertaining to development activities associated with a permit.

I hereby certify under penalty of perjury under the laws of the State of Washington that the following is true and correct:

1. I have read and examined this permit application and have documented all applicable requirements on the site plan.
2. The information provided in this application contains no misstatement of fact.
3. I am the owner(s), the authorized agent(s) of the owner(s) of the above referenced property, or I am currently a licensed contractor or specialty contractor under Chapter 18.27 RCW or I am exempt from the requirements of the Chapter 18.27 RCW.
4. I understand this permit is subject to all other local, state, and federal regulations.

Note: This application will not be processed unless the above certification is endorsed by an authorized agent of the owner(s) of the property in question and/or the owner(s) themselves. If the City of West Richland has reason to believe that erroneous information has been supplied by an authorized agent of the owner(s) of the property in question and/or by the owner(s) themselves, processing of the application may be suspended.

Applicant Printed Name: _____

Applicant Signature: _____ Date _____