

Preliminary Long Subdivision (10 or more lots) Application Instructions

A long subdivision is the process by which land can be divided into ten(10) or more parcels, lots, tracts, sites or subdivision, or the land has been divided under the short subdivision procedures within five(5) years, or is held in common ownership with a contiguous parcel divided under the short subdivision procedures within the preceding five(5) years. A pre-application meeting must be held prior to the filing of a preliminary plat application. The Planning Commission is authorized under section 17.01 of the Ephrata Municipal Code to hold a public hearing on a long subdivision preliminary plat application and recommend to the City Council a decision.

I. Pre-Application Meeting

- A. A pre-application meeting is required for all proposed subdivisions containing 5 or more lots. The pre-application meeting shall precede the submittal of any project permit application or the environmental checklist. A pre-application meeting is designed to bring the applicant and designated City Departments(including, but not limited to, Public Works, Planning, Fire, and Parks) together to review and discuss a proposed subdivision development in its preliminary stages.
- B. A pre-application meeting will be scheduled after an application has been submitted with all the requested information and materials; and the

application has been determined to be complete.

II. Preliminary Plat Application Process

A. Application For

Provide all information requested on the application form, the plat and accompanying application requirements. Return the completed forms and supporting materials with the required number of copies and the appropriate fees to the Ephrata Planning Department.

An environmental checklist must be submitted in conjunction with this application unless the City of Ephrata Planning Department has made a determination that the proposed projects is SEPA exempt.

B. Completeness Review

Within twenty-eight(28) calendar days after receiving a project permit application, the Planning Department shall mail or personally provide to the applicant a written determination of completeness which identifies, to the extent know by the City, other agencies with jurisdiction over the project permit application and states either that the application is complete or incomplete and, if incomplete, what information is necessary to make the application complete.

A determination of completeness shall be made when an application is considered to be sufficient for continued processing even though additional information may be required or project modifications may be undertaken



subsequently. The city's determination of completeness does not preclude the city from requesting additional information or studies either at the time of notice of completeness or at some later time, if new information is required or where there are substantial changes in the proposal.

C. Submission of Additional Information for an Incomplete Application

If the applicant receives a written determination from the city that an application is not complete, the applicant shall have up to ninety(90) calendar days to submit the necessary information to the city.

If the applicant either refuses in writing to submit additional information or does not submit the required information within the ninety(90) calendar day period, the application shall lapse because of a lack of information necessary to complete the review.

Within fourteen(14) calendar days after an applicant has submitted the requested additional information, the city shall again make the completeness determination as described in Section II. B above, and shall notify the applicant in the same manner.

D. Notice of Application

A notice of application shall be issued within fourteen(14) calendar days after the City has made a determination of completeness and at least fifteen(15)

calendar days prior to the open record hearing. One notice of application will be done for all permit applications related to the same project at the time of the earliest complete project permit application.

Planning staff will post the Notice of Application on the public notice board on the property and will also post the Notice of Application at Ephrata City Hall.

The City will mail a Notice of Application to all agencies with jurisdiction and any person who requests such notice in writing.

The City will publish the Notice of Application in a newspaper of general circulation within the City.

E. Comment

Within ten(10) calendar days of accepting a complete application, the Planning Department shall send a copy of the application and plat to each affected agency and city department for review and comment. The affected agencies and city departments shall have fourteen(14) calendar days to comment.

The agency or department is presumed to have no comments if comments are not received within the specified time period. The Planning Director shall grant an extension of time only if the application involves unusual circumstances. Any extension shall only be for a maximum of three(3) additional calendar days.



The Planning Department must receive all public comments on the Notice of Application by 4:30p.m. on the last day of the comment period. Comments may be mailed, personally delivered or sent by facsimile. Comments should be as specific as possible.

F. Public Notice

Applicant is required to place one or more Public Notice boards on the property. The Public Notice board must be placed on the property as directed by Planning Department and no later than fourteen(14) days after a determination of completeness.

G. Application Modifications

Minor changes in the application must be submitted no later than two working weeks prior to the scheduled Public Hearing on the application. Major changes in the application may require a new application submittal and/or a new SEPA determination.

H. Fees

There is a nonrefundable application fee for the Preliminary Plat (Long Subdivision), Environmental Checklist and Public Notice.

III. Public Hearing Process

A. Scheduling for Planning Commission

An application will be scheduled for a Planning Commission meeting after the application has been determined to be complete. The date set for a Public Hearing shall be no more than 100 days

after the applicant has complied with all requirements and furnished all necessary data to the Planning Department. This 100-day time limit may be extended in any case for which an Environmental Impact Statement is required.

B. Notice of Public Hearing

A posted notice of Public Hearing is required. The posted Notice of Hearing shall be added to the Public Notice Board(s) already posted on the property.

Published Notice of Public Hearing is also required. The published notice shall be published in a newspaper of general circulation within the city.

Notice of Public Hearing shall be mailed to the applicant, any person who submits written comments on an applications and all owners of real property as shown by the records of the county assessor's office within three hundred(300) feet of any portion of the boundary of the proposed subdivision. If the owner of the real property proposed to be subdivided also owns another parcel or parcels of real property, which lie adjacent to the real property proposed to be subdivided, notice shall be mailed to all owners of real property located within three(300) hundred feet of such adjacently owned parcels.

Notices shall be mailed, posted and first published not less than ten(10) calendar days prior to the hearing date.



C. Staff Report

The Planning Department shall coordinate and assemble the comments and recommendations of other city departments and governmental agencies having an interest in the application and shall prepare a report summarizing the factors involved and the department findings and recommendations. The report will be filed with the Planning Commission at least seven(7) calendar days prior to the scheduled hearing and copies of the report will be mailed to the applicant and made available for use by any interested party.

D. Public Hearing

Before making a recommendation on any application, the Planning Commission shall hold at least one(1) open record public hearing thereon.

Public Hearing Procedures

1. Presentation by city staff to describe the application, summarize issues presented, and give a recommendation;
2. Presentation by applicant or representative;
3. Presentations, questions or statements by members of the public interested in the application
4. Responses to questions by staff and applicant(rebuttal);
5. Final recommendation by city staff (if necessary);
6. Applicant and public may be permitted to respond to final recommendations if appropriate

III. Final Disposition of Case

A. City Council Decision

When the City Council renders a decision on a subdivision, the City Council must make written findings from the record and conclusions therefrom which support such decision. The decision shall be rendered within ten(10) working days following conclusion of all testimony and hearings, unless a longer period is mutually agreed to on the record by the applicant and the City Council.

After final action is taken, the city will provide a notice of decision that also includes a statement of any threshold determination made under SEPA and the procedures for appeal. The written notice of decision shall be provided to the parties of record and to any person who requested notice of the decision prior to the decision.

B. Permit Expiration

Subdivision preliminary plat approval shall lapse five(5) years from the date of approval unless a final plat based on the preliminary plat, or any phase thereof, is submitted within five(5) years from the date of subdivision preliminary plat approval. A one(1) year extension may be granted to an applicant who files a written request with the City Council and Planning Department at least thirty(30) calendar days before the expiration of the five(5) year period, if the applicant can show that he has attempted in good faith to submit the



final plat within the five(5) year period.

Additional time extension beyond the one(1) year period may be granted by the Plann

