

Type I Short Subdivision (1-4 lots) Application Instructions

A short subdivision, often commonly called a “short plat”, is the process by which land can be divided into nine or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease or transfer of ownership. The Ephrata Subdivision Code recognizes two different categories of short subdivisions: short plats of 1 to 4 lots (Type I) and short plats of 5 to 9 lots (Type II). Generally, Type I short subdivisions have reduced design and construction standards while Type II short subdivisions required full compliance with the City subdivision platting requirements. This application form relates to Type I short subdivisions.

I. Preliminary Short Plat Application Process

A. Application Form

Provide clear and detailed information for all the required criteria and information as stated in the application form. Return the completed forms and supporting materials with the required number of copies and the appropriate fees to the Planning Department.

All items requested on the application and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted.

An environmental checklist may be required in conjunction with this application if the site contains a critical area or is part of a previous subdivision that was not reviewed under SEPA.

B. Completeness Review

Within twenty-eight(28) calendar days after receiving the short subdivision application, the Planning Department shall mail or personally provide to the applicant a written determination of completeness which identifies, to the extent known by the city, other agencies with jurisdiction over the 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.

When the project permit application is determined to be complete, the Planning Department shall accept it and note the date of acceptance.

If the City does not provide a written determination to the applicant that the application is incomplete, the application shall be deemed complete at the end of the 28-day completeness review period. The time period for review of the short subdivision application begins following the determination of a complete application.

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 above, and shall notify the applicant in the same manner.

D. Scheduling a Short Subdivision Committee Meeting

An application will be scheduled for a Short Subdivision Committee meeting after the application has been determined to be complete.

E. Notice of Application

A notice of application shall be issued for short subdivision applications within fourteen(14) calendar days after the City has made a determination of completeness and at least fifteen(15) calendar days prior to the Short Subdivision Committee meeting date. 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.

The Planning Department 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 for review and comment to all agencies with jurisdiction, to city departments, and to 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.

Notice of public hearing is not required because no public hearing is held. However, notice of the set meeting date is listed on the notice of application, which shall be mailed to the applicant and all owners of real property as shown by the records of the county assessor's office within three(300) hundred feet of any portion of the boundary of the proposed subdivision. In addition, if the property to be short subdivided abuts parcels greater than two(2) acres which have other properties abutting them, these additional properties shall also be mailed a notice of application.

F. Comment

City departments, affected agencies and the public shall have fourteen(14) calendar days to comment on a notice of application. The agency or department is presumed to have no comments if comments are not received within the specified time period. The Planning Department may grant an extension of time only if the application involves unusual circumstances. Any extension shall be for no longer than a maximum of three(3) additional calendar days.

The 14-day public comment period begins on the date the Notice of Application is mailed/posted/published. The Planning Department must receive all public comments by 4:30pm 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. The Short Subdivision Committee shall not take action on a short subdivision application until after the comment period has passed.

G. Public Notice

The applicant is required to place one or more public notice boards on the property. More than one public notice board is required if the property to be divided is located adjacent to more than one public street or has more than one potential access route, in which case, one public notice board is required for each adjacent street and/or each access route. The public notice board must be placed on the property as directed by the Planning Department and no later than 14 days after a determination of completeness. The applicant must remove the public notice board(s) from the property within seven(7) days after the conclusion of the public meeting(s). Posting information is available at the Ephrata Planning Department counter (509-754-4601).

H. Application Modifications

Minor changes in the application must be submitted no later than two(2) working weeks prior to the scheduled Short Subdivision Committee meeting. Major changes in the application may require a new application submittal.

I. Fees

There is a nonrefundable application fee for a Type I Short Subdivision and public notice board. See Fee Schedule for application fees. Make checks payable to the City of Ephrata.

For Public Notice board fees, see Fee Schedule.

II. Short Subdivision Review and Decision Process

A. Staff Report

The Planning Department shall prepare a report summarizing the factors involved and the staff findings and recommendations. The report shall be mailed to the applicant at least seven(7) calendar days prior to the scheduled Short Subdivision Committee meeting and made available for use by any interested party for the cost of reproduction.

B. Short Subdivision Committee Meeting

The Short Subdivision Committee will hold a meeting to consider an application for a short subdivision within forty(40) days of a determination of a complete application. The applicant or a representative shall be present at this meeting. The meeting is open to the public.

C. Decision on Short Subdivisions

The decision of the Short Subdivision Committee shall be made at the Short Subdivision Committee meeting. An additional meeting may be called if no decision is reached at the first meeting. The second meeting shall be set for the next scheduled committee meeting date or a date mutually agreed upon by the applicant and the committee. The Short Subdivision Committee may approve, with modifications, and/or conditions, or deny the application. After the meeting, the applicant shall be notified in writing of the decision and shall be provided with a copy of the committee's findings addressing their reasons for approval or denial, and any conditions of approval. If modifications are deemed necessary, they may be added to the



original short plat, if feasible or a new short plat may be required by the committee.

An applicant may request that an application, on which the Short Subdivision Committee has taken affirmative action, be reopened by the committee if it is determined by the Planning Director and the applicant that new information has come to light that might affect the action taken by the Short Subdivision Committee.

D. Deeds and Easements

The Short Subdivision Committee may require that deeds and easements be provided for a short subdivision. If a deed and an easement is required as part of the conditions of approval of a short subdivision, the deed and easement shall be presented to the city prior to recordation of the short plat. Deeds and easements shall be supported by a current title report.

E. Permit Expiration

If the final short plat is not filed within one(1) year of the date of city approval, the short subdivision shall be null and void. Upon written request of the subdivider, the Planning Director may grant one(1) extension of not more than one(1) year. Such request must be received by the Planning Department prior to the one-year expiration date.

III. Due Process Considerations

A. Notice of Right to Appeal

The decision of the Short Subdivision Committee is final unless appealed to the Hearing Examiner pursuant to Section 18.04.190 of the Ephrata Municipal Code. Any party of record may file a written appeal to the Hearing Examiner within

fourteen(14) calendar days after issuance of the Short Subdivision Committee's decision. The appeal shall be an open record appeal and shall be processed pursuant to Chapter 17.01 EMC.

B. Further Appeals

The decision of the Hearing Examiner shall represent final action of the city and is appealable only to Grant County superior court. Such appeal must be filed with the superior court within twenty-one(21) calendar days from the date the decision was issued.

C. Limitations on Further Subdivision

Any land subdivided under the requirements of the short subdivision regulations shall not be further divided for a period of five(5) years without following the procedures for a long subdivision pursuant to Ephrata City Code Section 18.04.600 et.seq., except that a property owner who filed a Type I Short Subdivision for less than four(4) lots shall not be prevented during the five-year period from filing a plat alteration to create no more than a total of four(4) lots within the original plat boundaries.

THESE INSTRUCTIONS PROVIDE GENERAL INFORMATION ONLY AND DO NOT REFLECT THE COMPLETE TEXT OF THE PERMIT PROCESS REVIEW. SEE THE EPHRATA CITY CODE FOR COMPLETE TEXT AND REQUIREMENTS.

Any person requiring a disability accommodation should contact the City in advance for more information. For TDD relay service for Braille, call 1-800-833-6385, for TDD relay service for the hearing impaired, call 1-800-833-6388, or call the City of Ephrata at (509)754-4601.

