

Pre-Application Conference for

- Type I Short Subdivision(2-4 lots)
- Type II Short Subdivision (5-9 lots)
- Subdivision (10 or more lots)

Please print

Application #: _____

OFFICE USE ONLY

Plat Name: _____

Number of lots Proposed: _____ Minimum Lot Size Proposed: _____

Address/Location: _____ Zone: _____

Grant County Parcel Number(s): _____ Acres: _____

¼ Section _____ Section _____ Township _____ N Range _____ E

Applicant: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Contact Person: _____

Professional License No: _____ Signature: _____

Property Owner 1: (mandatory if different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

Property Owner 2: (if more than two property owners attach additional info/signature sheets)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ License No.: _____

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application:

Agent/Consultant/Attorney: (mandatory if primary contact is different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ License No. _____

OFFICE USE ONLY:

Date Application Received: _____ Received by: _____

Date Application Complete: _____ Completeness Review by: _____



Submittal Requirements Checklist

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A PRE-APPLICATION CONFERENCE APPLICATION FOR A SHORT SUBDIVISION OR SUBDIVISION:

- A. The completed original application making sure that all of the required signatures have been obtained.
- B. Ten(10) copies of the proposed subdivision plat, drawn to a decimal scale, are required for the tentative subdivision review process. The tentative subdivision site plan may be prepared by the applicant; it is not required that the plan be prepared by an engineer or surveyor. All large maps must be folded to fit into and 8 ½ x 14-inch envelope with the application name of the plan showing.

The following information must be provided:

1. Vicinity map clearly showing the location of the project with respect to public streets and other parcels and development
2. Subdivision name
3. Existing and proposed platted property lines and section lines
4. North arrow and engineering scale (1"=20'; not 1/8" = 1' architectural scale)
5. Grant County tax identification number
6. Total area to be subdivided
7. Approximate square footage and approximate percent of total area in open space
8. Dimensions of each lot and tract
9. Total area of each lot and tract (square footage)
10. Lot numbers
11. Location of all existing and proposed public and private roads, driveway accesses, alleys,

tracts and road right-of-ways, railroads, bridges and easements (access, utility, stormwater, etc.) on the site or adjoining lands to a distance of one(100) hundred feet from the edge of the subject property. Include dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing roads or driveways within three(300) feet of the subject property on both sides of all streets, in both directions along public street frontages.

12. All major man-made or natural features
13. All existing structures with ground floor square footage of each building
14. Distances of structures from existing and proposed lot lines within or abutting the subdivision.
15. Location of fire hydrants closest to the site.
16. Adjacent uses (undeveloped, single family, commercial, etc.)
17. Location of water and sewer mains closest to the site
18. Critical areas such as hazard area slopes and endangered wildlife habitat.
19. Contours and/or elevations, at a minimum of five-foot intervals. Contour lines shall extend at least one hundred(100) feet beyond the boundaries of the proposed plat.
20. Names, locations and dimensions of proposed parks, open spaces, tracts and reservations, including Sensitive Area Tracts for Wetlands, Hazard Area Slopes, Native Growth Protection and Creeks.
21. Statement of soil type, drainage conditions, existing land cover, wildlife present and any other environmental factors



22. Show the name, locations, dimensions, and total square footage of the on-site recreation.

A fee-in lieu of on-site recreation space is preferred for all short plats.

23. One(1) copy of a simplified development plan at a reduced size of 8 ½ x 11-inch sheet. This simplified map should **only** include the following information:

1. Name of project
2. Applicant contact information: name, address, phone number of contact
3. Existing and proposed property lines
4. North Arrow
5. Grant County tax identification number
6. Existing and proposed buildings
7. Lot numbers
8. Existing and proposed property lines
9. Existing and proposed public and private roads, clearly labeled and legible
10. Sensitive areas such as wetlands, slopes or endangered wildlife habitat
11. Major man-made or natural features: drain fields, bus stops, etc.
12. Public and private easements

All above items 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 as complete. The pre-application conference will be scheduled within 5 days of receipt of a complete application and the meeting will be held within 30 days of receipt of a complete application.



Pre-Application Conference for Subdivisions and Short Subdivisions Application Instructions

I. Pre-Application Conference

- A. A pre-application conference is designed to bring the applicant and staff of designated city services (including, but not limited to, Public Works, Planning Department, Fire Department, Building Department and Parks) together to review and discuss a proposed subdivision development in its initial stages.
- B. The purpose of this meeting is to provide city staff with a sufficient level of detail about a project so that the applicant can be advised of applicable city ordinances, permit procedures and department requirements and regulations. In addition, the city staff can identify potential site problems, discuss options, alternatives and solutions to help expedite the processing of building, engineering, fire and land use permits and approvals.
- C. A pre-application conference is required for all proposed type II short subdivisions (5-9 lots) and subdivisions containing 10 or more lots. The tentative subdivision meeting shall precede the submittal of any project permit application or environmental checklist.
- D. A pre-application conference is required for all proposed type I short subdivisions (2-4 lots) when the site is encumbered by a sensitive area. For type I short subdivisions without sensitive areas, a pre-application conference may be held at the applicants request.

I. Application Form

- A. Answer all questions clearly and provide all information requested on the application form and accompanying application requirements. The map does not need to be prepared by a registered land surveyor but the scale and information does need to be as precise as possible.
- B. The City of Ephrata has a variety of resources available to the public to help an applicant access the required information for a tentative subdivision meeting. These resources include, but are not limited to Geographic Information System mapping capabilities, water and sewer utility service area maps, wetland inventory.
- C. Return the completed forms and submit the required number of copies



as stated on the application and the appropriate fee to the Planning Department.

- D. All items requested on the application must be submitted at the time of application in order for the application to be accepted. Failure to provide all pertinent information may prevent the City from identifying all applicable issues or providing the most effective pre-application conference.

II. Filing of Application

A. Deadlines

1. The date for the meeting will be set by the City within 5 working days of a complete application submittal.
2. The meeting shall be held within 30 calendar days of the receipt of a complete application, unless the applicant agrees to an extension of this time period in writing.

B. Modifications

Changes in the application must be submitted no later than two weeks prior to the scheduled meeting.

C. Fees

The application must be submitted with an application fee before the meeting can be scheduled. See Fee Schedule for application fees. Make the check payable to the City of Ephrata.

D. Application Routing

The Planning Department will transmit copies of the application and map to the following city departments and offices: Public Works, Parks, Police and Fire Department. The following agencies will also be notified if need be: Ephrata Postmaster, the applicable school district and Grant County PUD.

III. Pre-Application Conference Discussion and Response

- A. The review criteria consists of whether the proposed subdivision or short subdivision is:
 1. In conformance with the purpose and regulations of the subdivision code;
 2. In compliance with fire safety regulations;
 3. In compliance with the City of Ephrata Construction Standards;
 4. In compliance with building code regulations;
 5. In conformance with the appropriate street standards and the circulation pattern established or proposed for the area that the short subdivision will be developed in;
 6. In conformance with sewer, and other utility plans for the area;
 7. Not detrimental to its surroundings.



In order to recommend that the proposed subdivision proceed to the preliminary plat state, the Planning Department must determine that the subdivision meets all of the above criteria.

B. Any recommendations for revisions of the proposed subdivisions will be discussed at the meeting. The Planning Department will provide the applicant with a letter outlining any recommendations for revisions and potential conditions associated with the proposed subdivision. In addition, the applicant may request the following information be provided:

1. A form listing the requirements for a complete application;
2. A summary of the procedures used to process the application;
3. The references to relevant development code provisions; and
4. The city's design and construction guidelines.

C. It is impossible for the pre-application conference to be an exhaustive review of all potential issues. The discussion at the meeting or the informational letter and forms do not bind or prohibit the city's future application or enforcement of applicable law. Changes to the proposed subdivisions may result in changed or additional conditions applicable to the project.

Any person requiring a disability accommodation should contact the City in advance 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.

