

REQUIREMENTS FOR A COMPLETE APPLICATION | [GHMC 16.04.001](#)

A proposed short plat must include pertinent survey data compiled as a result of a survey made by or under the supervision of a land surveyor registered in the state and engaged in land surveying.

Application Contents. In addition to the requirements for a complete application set forth in [GHMC 19.02.002](#), an applicant for a short plat shall submit the following:

- ☐ Completed Master Planning Permit Application
- ☐ A sketch or map using a scale of 100 feet to one inch or larger of the entire contiguous tract owned by the applicant which shall show:
 - A. The owners of adjacent land and the names of any adjacent subdivisions;
☐ N/A ☐ Submitted on sheet(s) _____
 - B. Lines marking the boundaries of the proposed lots;
☐ N/A ☐ Submitted on sheet(s) _____
 - C. Approximate locations of existing buildings, structures, utilities, underground storage tanks, and streets and ways or easements for such streets and ways within and adjacent to the tract;
☐ N/A ☐ Submitted on sheet(s) _____
 - D. Legal description of the tract and legal descriptions of all proposed lots;
☐ N/A ☐ Submitted on sheet(s) _____
 - E. Name and address of the owner(s) of the tract.
☐ N/A ☐ Submitted on sheet(s) _____
- ☐ Certificate giving full and complete description of the lands divided as they appear on the short plat, including a statement that the short subdivision has been made with free consent and in accordance with the desires of the owner(s). If the short plat includes a dedication, the certificate shall also contain the dedication of all streets and other areas to the public and individual(s), religious society or societies or to any corporation, public or private, as shown on the short plat and a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage, and maintenance of the road. The certificate shall be signed and acknowledged before a notary public by all parties having any interest in the lands subdivided.
☐ N/A ☐ Submitted on sheet(s) _____
- ☐ All short plats containing a dedication must be accompanied by a title report confirming that the title of the lands as described and shown on the plat is in the name of the owner signing the certificate. Roads not dedicated to the public must be clearly marked on the face of the plat. Any dedication, donation, or grant as shown on the face of the plat shall be considered to all intents and purposes as a quitclaim deed to the donee(s), grantee(s) for his, her or their use for the purpose intended by the donors or grantors as aforesaid.
☐ N/A ☐ Submitted on sheet(s) _____

GENERAL REQUIREMENTS FOR FILING PLAT FOR RECORD | [GHMC 16.08.003](#)

Each and every plat or replat of any property filed for record shall:

- ☐ Contain a statement of approval from the city road engineer as to the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems, and other structures;

- ☐ Be accompanied by a complete survey of the section or sections in which the plat or replat is located made to surveying standards adopted by the division of engineering services of the department of natural resources pursuant to [RCW 58.24.040](#). The surveyor shall certify on the plat that it is a true and correct representation of the lands actually surveyed;
- ☐ Be acknowledged by the person filing the plat before the auditor of the county in which the land is located, or any other officer who is authorized by law to take acknowledgment of deeds, and a certificate of said acknowledgment shall be enclosed or annexed to such plat and recorded therewith;
- ☐ Contain a certification from the proper officer or officers in charge of tax collections that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied, or discharged;
- ☐ Contain a certificate giving a full and correct description of the lands divided as they appear on the plat or short plat, including a statement that the subdivision or short subdivision has been made with the free consent and in accordance with the desires of the owner or owners;
- ☐ Show the permanent control monuments established at each and every controlling corner on the boundaries of the parcel of land being subdivided. The council (or hearing examiner) shall determine the number and location of permanent control monuments within the plat, if any;
- ☐ Show the lot numbers and house addresses on the short subdivisions and subdivisions at the time of approval.

CERTIFICATES AND IMPROVEMENTS | [GHMC 16.04.002 \(D\)](#)

- ☐ Each final short plat filed with the city for record shall contain the following certificates. The property owner and the land surveyor shall execute their respective certificates, required by [GHMC 16.04.001](#) and [Chapter 16.08 GHMC](#), prior to the director's final decision. The certificates to be executed by city and county officials and employees shall be executed after the director's final decision, if granted.
 - a. Mayor. A signature block and statement for the approval of the short plat.
 - b. City Clerk. A signature block and statement that the city clerk finds that there are no delinquent assessments outstanding on the property subject to this short subdivision approval.
 - c. City Engineer. A signature block and statement that the short plat complies with the applicable provisions of the city of Gig Harbor public works construction standards.
 - d. Short Plat Administrator. A signature block and statement that the short plat complies with the city's development regulations under GHMC Titles 16 and 17.
- ☐ Construction of Improvements. A final short plat shall not be filed for record until the applicant has constructed or bonded for all improvements required by the director in the preliminary approval decision on the short plat.

This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections.