



## PRELIMINARY SHORT PLAT CHECKLIST PL-SPP

"THE MARITIME CITY"

### PRELIMINARY SHORT PLAT APPLICATION | GHMC 16.04

An application for a preliminary short plat is considered complete upon submittal of the information as required under **GHMC 16.04.001 (requirements for complete application)** this is in addition to the application requirements of **GHMC 19.02.002**

- Complete Master Planning Permit Application
- 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.
- 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:
  1. The owners of adjacent land and the names of any adjacent subdivisions;  
 N/A    Submitted on sheet(s) \_\_\_\_\_
  2. Lines marking the boundaries of the proposed lots;  
 N/A    Submitted on sheet(s) \_\_\_\_\_
  3. 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) \_\_\_\_\_
  4. Legal description of the tract and legal descriptions of all proposed lots;  
 N/A    Submitted on sheet(s) \_\_\_\_\_
  5. 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.
- A verified statement by the applicant that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property.

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- Evidence of adequate [water](#) supply as required by RCW [19.27.097](#) or a copy of an application for city of Gig Harbor water concurrency determination
- Evidence of [sewer](#) availability or an application for a city of Gig Harbor sewer concurrency determination.
- Completed [Transportation](#) Capacity Reservation Certificate

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

Planning Division | 3510 Grandview Street | Gig Harbor, WA 98335 | 253.851.6170 | [gigharborwa.gov](http://gigharborwa.gov)

The City of Gig Harbor is pleased to offer electronic plan review.

Please submit completed [Intake Request](#) form to [planningintake@gigharborwa.gov](mailto:planningintake@gigharborwa.gov)

1/6/2026