



Final Plat, Short Plat and Binding Site Plan Application

Property address or general location (cross-streets): _____	<u>Office Use Only</u> Permit # _____ Associated Permits: _____ _____ _____
Existing Legal Description(s) (or Tax #): Parcel Number(s): _____ Addition: _____, Block(s): _____, Lot(s): _____	_____ _____ _____
Please describe (i.e. what preliminary land division approval is being finalized): 	
Property Owner: Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____	Contact/Representative (if different): Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____
Does the applicant, or anyone connected with the applicant or the development (any person, family member, firm, corporation), have an interest by reason of ownership, contract for purchase by agreement or option in any land within 200 feet of any portion of the subject property? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe: _____ I swear and certify that this information is correct. (Signature of applicant) _____	

I verify the property affected by this application is the exclusive ownership of the applicant(s), or that I have submitted the application with the written consent of all owners of the affected property.

Print Name: _____

Signature: _____

Date: _____

See attached for details on plan submittal requirements and cost.

Final Plat, Short Plat or Binding Site Plan Application Submittal Requirements CHECKLIST

- Final Plat, Short Plat or Binding Site Plan (BSP) Application form (Page 1)
- Fees: Long Plat - \$1019.80
Short Plat - No fee for 2 lot short plats
\$1019.80 for 3 to 9 lot short plats
BSP No fee so long as fees collected as part of the preliminary BSP approval did not exceed allotted staff time.
- Any supplemental information or special studies identified by the preliminary approval document for the land division.
- Five (5) paper copies of the final plat, short plat or binding site plan map prepared in accordance with PTMC Title 18 for the applicable type of land division (short plat – PTMC 18.12; full plat – PTMC 18.16; or binding site plan – 18.20). Identify all points of access, all easements, deeds, restrictions, or other encumbrances restricting the use of the property as applicable. One (1) electronic copy of the final plat, short plat or binding site plan map must also be provided to DSD. Once the application has been submitted, the PCD staff member assigned to the application will contact the applicable surveyor to arrange for a .pdf file of the map.
- A copy of a Plat Certificate from a local Title Company dated within 30-days of the application for final approval.
- For residential property being subjected to a Condominium filing, submit draft copies of a Declaration of Condominium and a copy of the draft Condominium survey meeting the requirements of 18.20.040.D.
- If any private Covenants, Conditions and Restrictions (C.C.R.'s) are proposed for recording against lots within the subdivision, please submit a draft hard copy and an electronic version of them. PCD staff will review them only for any potential inconsistencies with adopted municipal code.
- For Planned Unit Developments (PUD), submit a draft hard copy of the Planned Unit Development Agreement and an electronic version of the same.

Upon review of an application, the PCD Director and/or Public Works Director may require additional pertinent information as needed to satisfy any regulatory requirements.

For more Land Division information, see Port Townsend Municipal Code Title 18 or website: <http://www.cityofpt.us/>