



SHORT PLAT APPLICATION

Property Owner(s) Name :			
Property Owner (s) Mailing Address:			
Property Owner(s) Telephone Number:		Property Owner (s) E-Mail Address:	
Authorized Agent Name (if applicable):			
Authorized Agent Mailing Address:			
Authorized Agent Telephone Number:		Authorized Agent E-Mail Address:	
Physical Address of Subject Property(s):			
General Legal Description			
Tax Parcel Number:	Section Number:	Township:	Range:
Name of Subdivision/Short Plat Involved in Short Plat:			
Existing Size (list lot number and acreage):			
Proposed Lot Sizes (list each lot number and acreage):			
Zoning and Minimum Lot Size:			

City of Bingen Use Only	
Project No.	Date Application Received

Submission requirements (please attach):

- Legal Description of Property(ies), including county assessor's tax lot numbers
- Current radius search showing the tax parcel number and ownership of the subject property and all properties within 300 feet of the subject property (include names and mailing addresses)
- The following information shall be submitted for a short plat:
 1. The preliminary map and required data or narrative (number to be determined at the pre-application conference);
 2. The preliminary map and data or narrative shall include the following:
 - a. The name and address of:
 - i. the owner(s) of the subject property;
 - ii. the owner(s)' authorized agent; and
 - iii. the land surveyor and engineer.
 3. Sheet size for the preliminary map shall be 18 inches by 24 inches;
 4. The scale shall be of such size to provide the greatest clarity;
 5. A reduced version of the preliminary map prepared on an 8.5 by 11 inch or 11 by 17 inch paper;
 6. The proposed name of the short plat or subdivision shall not duplicate or resemble the name of any other subdivision in Klickitat County, unless the land platted is contiguous to and platted by the same party that platted the subdivision bearing that name or unless the applicant files and records the consent of the party that platted the subdivision bearing that name;
 7. Vicinity map showing the general location of the subject property in relationship to arterial, collector, and local streets;
 8. The date of application;
 9. The boundary lines of the tract to be subdivided;
 10. The recording information of any adjacent subdivisions;
 11. A contour map may be required;
 12. The location and type of the following which affect or serve the proposed subdivision parcel:
 - a. Adjoining and contiguous rights-of-way and easements;
 - b. Public and private sanitary and storm sewer lines, domestic water mains including fire hydrants, gas mains, major power (50,000 volts or higher), telecommunication lines, and watercourses; and
 - c. Proposed reservations for parks, open spaces, pathways, and any other land encumbrances.
 14. A grading and erosion control plan;
 15. Approximate location of all streets, proposed rights-of-way, pathways and easements;
 16. The proposed lot configurations, approximate lot dimensions, and lot numbers. Where lots are to be used for purposes other than residential, it shall be indicated upon such lots;
 17. The general location of all areas within the flood plain, floodway or areas subject to inundation or storm water overflow (as identified by the Federal Insurance Rate Maps [FIRM] or other sources), and the location, and direction of flow of all watercourses and drainageways;
 18. Existing natural features including potential geologically hazardous areas, wetlands, and riparian areas;
 19. The existing use of the property, including location of all structures;
 20. Supplemental information including proposed plan for provision of improvements; and
 21. The north arrow.

If any of the foregoing information cannot practicably be shown on the preliminary map, it shall be submitted with the application.

The City Administrator may require information in addition to that required by this chapter when it is found that certain information is necessary to properly evaluate the application.

The City Administrator may waive a specific requirement for information when it is found that such information is not necessary to properly evaluate the application.

- Subdivision guarantee from a recognized title company
- Completed SEPA Checklist (Actual cost of SEPA Review will be billed and must be paid prior to short plat being approved)
- Nonrefundable fee - \$1,550.00 payable at time of application (*Resolution 2024-004*)