

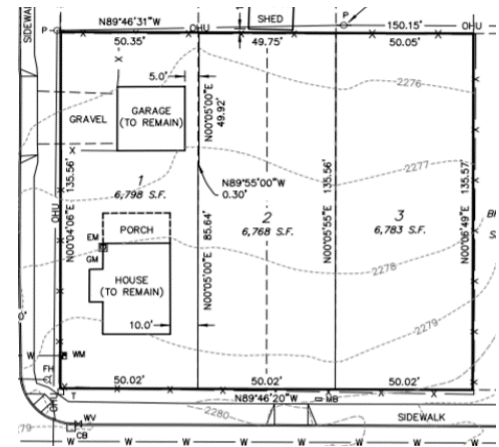
Possible changes related to **short plat application process** were suggested in the Spokane [Housing Action Plan \(HAP\)](#) Strategy A3 (p. 30); HAP [Implementation Plan](#) Strategy I.6; and [Housing Emergency Proclamation](#) Action Item 2.c.

Topic	Short Plat (subdivisions up to 9 lots) Process
Code	<a href="#">Chapter 17G.060</a> SMC
Proposed Changes	Streamline notification for short plats of 3 to 9 lots, and remove notification requirements for 2-lot short plats.
Watch the Video to Learn More	

**What is a short plat?**  
 A short plat, or short subdivision, is the division or redivision of land into lots, tracts, or parcels. The City considers the creation of up to 9 lots as a short plat as allowed by [RCW 58.17.020\(6\)](#), which differs from a long plat that creates 10 or more lots.

**How are short plats reviewed?**  
 If you wish to subdivide your land into more lots, you submit a [Preliminary Short Plat Application](#). A Notice of Application is sent to properties within 400 feet, as well as a sign posted on site, which begins a 15-day comment period. The City may also complete a SEPA threshold determination, with a 15-day comment period following the determination. To streamline permit reviews, the City often combines the notice of application and SEPA determination notice. Notice of an

application helps the neighborhood know about upcoming development in the area. The City reviews the application to ensure zoning, road access, and utilities are addressed in addition to other requirements. After the application is approved the property owner, or developer, then must complete any necessary improvements (sidewalk, utilities extensions, etc.) for each lot to be functional before sale or construction of a new home. Following completion of infrastructure improvements, a [Final Plat Application](#) is submitted. With approval of the final plat the document is recorded with the [Spokane County Assessor](#).



*Proposed lots in an example short plat*

## What are the current fees?

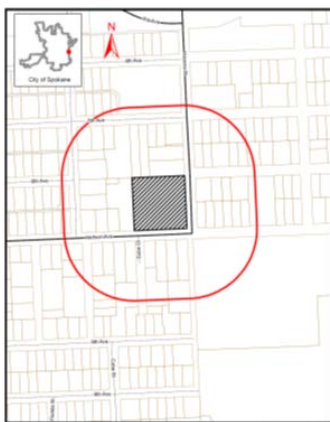
A Preliminary Short Plat Application is considered a Type II application in the City of Spokane. The preliminary plat application fee is \$4,325 plus \$60 per acre, with a final plat application fee of \$1,820 plus \$30 per acre.

The City may consider a proposed reduction in fees for some types of short plat applications separately from the changes to notification requirements.

## What are the proposed changes to regulations?

The City is proposing two types of changes to the review of short plats.

1. First, the City is proposing to remove the notice of application for short plats that create only two lots, or for short plats with only minor engineering review.
2. Second, the City is considering removing the required posted sign, but continuing a mailed notice of application for short plats creating three to nine lots, or for short plats that require standard engineering review.



*Notification area map example. The notification process could be removed for 2-lot short plats or for applications with only minor engineering review*



*Posted notice sign example. This requirement could be removed for short plats*

The proposed changes would include:

- Amending the public notice to only require a mailed notice to properties within 400 feet;
- No notice in the newspaper; and
- Removing the site posting sign requirements.

How can I comment on the proposed changes?

You can email public comment to [developmentcode@spokanecity.org](mailto:developmentcode@spokanecity.org), or contact the project staff listed on the [project webpage](#). Members of the public are encouraged to testify at public hearings both before Plan Commission and City Council.

### Proposed Draft

You can review the proposed draft text which was taken before Plan Commission on April 27, 2022 by viewing the [agenda packet](#). At the [January 12 workshop](#), Plan Commission had a robust discussion of the proposed changes with no recommendation for modifications to what draft code should be brought forward for public hearing. The short plat proposal was also discussed at the [March 23 workshop](#) to ensure the proposed code language received appropriate consideration.