

Residential Development Code Initiatives Short Plat Application Process

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.

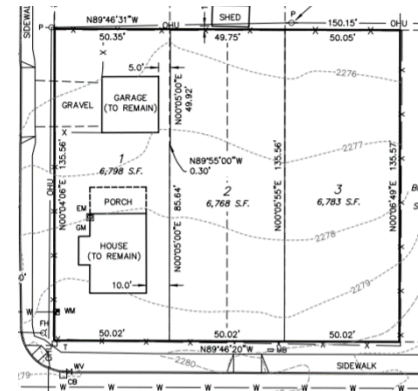
Topic	Short Plat (subdivisions up to 9 lots) Process
Code	Chapter 17G.060 SMC
Proposed Changes	Reduce or streamline the notification and commenting requirements

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.



Proposed lots in an example short plat

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](#).

What are the current fees?

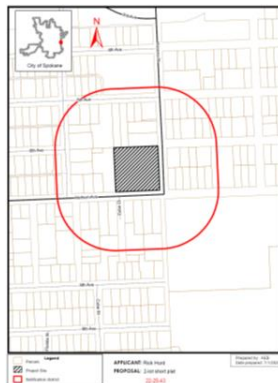
A Preliminary Short Plat Application is considered a Type II application in the City of Spokane. The preliminary plat application fee is \$4,325 plus \$60 per acre, with a final plat application fee of \$1,820 plus \$30 per acre.

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, similar to Type I applications.
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.



Notification area map example. The notification process could be removed for 2-lot short plats



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

The changes under consideration include:

- Removing a public notice requirement;
- Amending the public notice to only require a site posting, or only require a mailed notice to properties within 400 feet, and no notice in the newspaper;
- Reducing the site posting sign requirements to reduce costs;
- Other feasible amendments following public outreach on this matter.

Draft text is being developed and will be added at the end of this document. Please check back for an update.

How can I comment on the proposed changes?

You can email public comment to developmentcode@spokanecity.org, or contact the project staff listed on the project webpage. Members of the public are encouraged to attend the upcoming open house on the proposed text amendment, and also to testify at public hearings both before Plan Commission and City Council.

Please check back on the [project webpage](#) for the public meeting dates once they are scheduled.

Virtual Open House

January 25, 2022

12:00 – 1:15 p.m.

Virtual and call in info to be announced

January 27, 2022

4:00 – 5:30 p.m.

Virtual and call in info to be announced

Please check back on the [project webpage](#) for additional information and more public meeting dates once they are scheduled.