

# Short Plat



**Development and  
Permitting Services**  
333 S. Meridian  
Puyallup, WA 98371  
253-864-4165  
[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

## Application Fees

Application Fee: \$690.00  
Appeal Fee: \$570.00

A short plat is the subdivision of an existing lot into two to four separate lots. It is different from a boundary line adjustment as it creates new, buildable lots and does not solely move lot lines between lots.

If you are proposing a subdivision resulting in five or more lots, you will need to apply for a major plat instead. If a lot has already been subdivided in the past, but was combined for tax purposes, a short plat may not be required.

Pre-applications are highly recommended before applying for a short plat.

## Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal>
- 2 Select "Apply for Planning Permit"
- 3 Select "Short Plat" from drop down list. Fill out all sections of the online form and upload all required documents. Note: Failure to upload all the required documents will delay the processing of your application.

## Owner Information

Name: Mingqi Shao  
Street Address: 12319 NE 68th PL  
City: Kirkland State: WA Zip Code: 98033  
Phone: 425-403-9149 E-mail: shaomq@gmail.com

## Applicant / Agent Information

Same as owner

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Surveyor Information *(if applicable)*

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

State of Washington Professional Land Surveyor Registration No. \_\_\_\_\_

Name of Registered: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Contact Surveyor about Application?                      Yes                      No

### Site Information

2317 Shaw Rd, Puyallup, WA 98374

Property Address(es): \_\_\_\_\_

Parcel Number(s): 0419021061

Current Use(s) of Property: single family dwelling

Proposed Use(s) of Property: single family dwelling

Existing Structures (please indicate size (square feet), type, approximate location, and whether they will remain or be removed):

The existing structure on the west side of the lot is a single-family dwelling with a total living area of 2,697 square feet. This structure will remain as part of the subdivision

## Property Development Information

### Lot 1:

	Proposed	Existing
Use(s)	single family dwelling	single family dwelling
Dwelling Units	1	
Lot Coverage	45%	
Floor Area Ratio	0.55:1	
Lot Width	117 ft	
Lot Length	174 ft	
Lot Area total (SF)	19,335 SF	

### Lot 2:

	Proposed	Existing
Use(s)	single family dwelling	
Dwelling Units	1	
Lot Coverage	45%	
Floor Area Ratio	0.55:1	
Lot Width	107 ft	
Lot Length	80 ft	
Lot Area total (SF)	10,474 SF	

### Lot 3:

	Proposed	Existing
Use(s)	single family dwelling	
Dwelling Units	1	
Lot Coverage	45%	
Floor Area Ratio	0.55:1	
Lot Width	120 ft	
Lot Length	95 ft	
Lot Area total (SF)	10,037 SF	

## Property Development Information *(continued)*

### Lot 4:

	Proposed	Existing
Use(s)	single family dwelling	
Dwelling Units	1	
Lot Coverage	45%	
Floor Area Ratio	0.55:1	
Lot Width	95 ft	
Lot Length	305 ft	
Lot Area total (SF)	30,264 SF	

## Critical Area Identification

The purpose of this section is to determine if a critical area report is required due to the development site being on or near any critical areas. All critical areas identified and their associated buffers, must be shown on the title and map. You can look up critical areas and buffers on the City's interactive GIS portal at <https://gis-portal-puyallup.opendata.arcgis.com/> then scroll to the "Applications" section of the page and select "City of Puyallup Critical Areas App" to view. If there are critical areas on or adjacent to the subject parcel, you may be required to provide a critical area report(s). Please see PMC 21.06.530 for general critical area report requirements. Please contact the planning division for critical area questions.

**Based on the applicant's knowledge and research of the project site, please select any of the critical areas listed below that are located on or within 300 feet of the property boundaries.**

- |  |  |  |
|--|--|--|
| <p><b>Wetlands</b></p> <p><input type="checkbox"/> Lakes/Ponds</p> <p><input type="checkbox"/> Streams/Creeks<br/>Waterbody name: _____</p> <p><input type="checkbox"/> Puyallup River Shoreline<br/>Shoreline Classification:</p> <p><input type="checkbox"/> Conservancy</p> <p><input type="checkbox"/> Rural</p> <p><input type="checkbox"/> Urban</p> | <p><b>Wellhead Protection Area</b></p> <p><input type="checkbox"/> Habitat Corridor</p> <p><input type="checkbox"/> Habitat Conservation Area</p> <p><input type="checkbox"/> Seismic Hazard Area</p> <p><input type="checkbox"/> Clarks Creek Shoreline<br/>Shoreline Classification:</p> <p><input type="checkbox"/> Conservancy</p> <p><input type="checkbox"/> Rural</p> <p><input type="checkbox"/> Urban</p> | <p><b>Aquifer Recharge Area</b></p> <p><input type="checkbox"/> Flood Zone<br/>Flood Classification: _____</p> <p><input type="checkbox"/> Volcanic Hazard Area</p> <p><input type="checkbox"/> Landslide/Erosion Hazard Area<br/>Slope Classification:</p> <p><input type="checkbox"/> Slopes 0% - 15%</p> <p><input type="checkbox"/> Slopes 16% – 39%</p> <p><input type="checkbox"/> Slopes 40% or Greater</p> |
|--|--|--|

### Critical Area Identification *(continued)*

Please describe the critical areas checked above and their location in relation to the proposed development. Please show their location on any plans to be submitted:

no critical area

Do you know of any present or past critical area studies that have been conducted for critical areas on-site or adjacent to the site? Please describe below; including their date, scope, conclusions, and parcels they included:

N/A

Do you know if any critical areas have been placed inside a tract or a protection easement that is recorded on the title or plat for this site or any adjacent site? Please describe below, including name of tract or easement, location, and Puyallup permit number or recording number:

N/A

## Submittal Checklist

1. Completed and Signed Application Form
2. Complete Survey of the Plat. A complete survey is required to be drawn which can be printed on an 18-inch by 24-inch piece of paper containing the following information:
  - ☐ The names and address of the owners of said tract;
  - ☐ The legal description of all affected tracts and legal descriptions for all the proposed lots;
  - ☐ County assessor parcel numbers for all affected tracts;
  - ☐ North arrow, scale and date of the drawing. The scale shall be one inch equals 50 feet for sites two acres in size or less, and one inch equals 100 feet for sites greater than two acres in size;
  - ☐ Vicinity map, containing the outline of the affected tract(s), the nearest public streets to the north, south, east and west, and the quarter/quarter section in which the site is located;
  - ☐ Boundary lines of the tract(s) to be subdivided, and corresponding bearings and dimensions;
  - ☐ Existing and proposed lot lines. The existing lot lines shall be shown using a heavy dashed line, and the proposed lot lines shown using a heavy solid line;
  - ☐ Square footage of all proposed lots and tracts;
  - ☐ Location, material and size of all monuments. Monuments shall meet the specifications of the public works director or designee;
  - ☐ Registered land surveyor certification that the drawing is a true and correct representation of the land surveyed, and that all monumentation location, size and materials are correctly shown;
  - ☐ Lot size and numbering. The square feet in each lot shall be shown, and all lots shall be numbered consecutively from one to the total number of lots. All tracts shall be assigned a consecutive letter designation beginning with the letter A;
  - ☐ Accurate location and dimensions of all existing structures, septic systems and utility services, and the distance between structures, improvements and utilities to the adjoining proposed lot lines;
  - ☐ Topography showing existing and proposed contours at five-foot (5) contour intervals except for any portion of the site containing slopes of 15 percent or greater which shall be shown at two-foot (2) contour intervals. The contour intervals shall extend at least 100 feet beyond the boundaries of the site;
  - ☐ Proposed utility services shall be noted upon the face of the drawing and/or shown upon the plat layout in such a manner that clearly indicates the distribution and connection points for each utility system;
    - Proposed preliminary Stormwater plans and report per the Department of Ecology's 2014 update to the 2012 Western Washington Stormwater Manual
  - ☐ The layout, names, location, purpose, width and other dimensions of proposed streets, alleys, easements, parks and other open space, property reservations, lot lines, yard requirements and utilities;
  - ☐ Boundaries and associated buffers, development envelopes, or other information for any critical areas as defined or required by Chapter 21.06 PMC;
  - ☐ Notarized acknowledgments and signatures of the property owner(s);
3. Title Report/Plat Certificate: a plat certificate confirming ownership and any easements or other encumbrances of record affecting the subject parcel. The plat certificate shall be no older than two weeks old at the time of submittal.
4. Preliminary storm water information: Stormwater design shall be in accordance with the current stormwater management manual as adopted by the City Council at the time of project application. Reference PMC Chapter 21.10 and current City Standards for specific stormwater design criteria.
  - a. Copy of the Geotechnical Report drafted by a licensed professional soils scientist or other suitably trained person working under a professional engineer, geologist or hydro geologist. The report shall include an evaluation for the site's infiltration capabilities and groundwater elevation during the wet season (December 21<sup>st</sup> – March 21<sup>st</sup>)
  - b. Copy of the Preliminary Drainage Report stating how the project is proposing to mitigate stormwater runoff by the development and meeting the minimum requirements of the currently adopted Ecology manual. This report shall explain how the site will feasibly manage stormwater runoff.

- c. Copy of a Stormwater Site Plan showing the relative location and size of the Best Management Practice(s) proposed on the site.

5. Environmental Checklist (if required)

- ☐ [Flood Habitat Assessment](#)
- ☐ [Fish and Wildlife Assessment](#)
- ☐ [Mitigation Plans](#)
- ☐ [Wetlands](#)

6. Critical Area Report (if required)

7. Other Information: In order for the city to review and approve the proposed development, additional information may be determined to be needed due to site conditions, setting or the proposed improvements. Other required information may include, but is be limited to:


- ☐ Flood hazard assessments
- ☐ Traffic impact assessments
- ☐ Preliminary engineering designs (frontage, floodplain)

## Certification

I hereby state that I am the applicant listed above and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data, or statements.

**Right of Entry:** By signing this application the applicant grants unto the City and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes, and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

Signature of Owner:  Date 3/19/2025

Signature of Applicant:  Date: 3/19/2025  
(or authorized agent)