



Planning Division **CLIENT ASSISTANCE MEMO**

Short Plat FAQ

What is a Short Plat and How is it Processed?

A Short Plat refers to a residential subdivision of up to four parcels (See GHMC 16.04).

The purpose of Short Plat review is to ensure compliance with all applicable zoning codes, subdivision approval requirements, infrastructure, and emergency access requirements. We will also review any proposed access, utility, or infrastructure easements.

The Short Plat approval process is more streamlined than other types of approval processes, but still requires you to provide certain documents. The approval process has two phases: preliminary short plat and final short plat.

Preliminary Short Plats are approved by the Community Development Director. The Director will approve or deny the Preliminary Short Plat within 30 days of your complete application. The Director may return the application to you and request modifications or more information.

During preliminary short plat review, the City will review the project against all land use, emergency access, and design standards. The City will also conduct preliminary civil review. You will need to provide the items described in the City's **Public Works Land Use Intake Checklist** in the format(s) described in the City's **Preliminary Civil Plan Checklist**.

After preliminary short plat approval, you will schedule an intake appointment to submit a civil permit application using the **Private Development Civil Plan Checklist**. (Please see the Intake Appointment Memo.) The civil permit submittal will need to be consistent with the preliminary civil review.

Once you complete the civil permit process, you will need to file for Final Short Plat. The purpose of the final short plat process is to determine if the conditions of preliminary short plat have been met and to prepare a document for recording and lot creation.

You must file a Final Short Plat with the City within 3 years of preliminary short plat approval.

How many lots can I have?

Depending on the zone, Gig Harbor permits minimum and maximum residential densities.

The allowed density is based on net buildable land (GHMC 17.05). The net buildable land is determined by subtracting un-buildable areas (sensitive areas, public right of way, streets and roads, and tidelands) from the gross land area. Steep slopes are not included in the calculation, though you may need approval of an engineered design to demonstrate your lots are safe to build on.

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Some things may not be deducted from the gross lot area when calculating net buildable land including required setbacks, buffers, landscape areas, required screening, shoreline setbacks, alleys and critical areas buffers.

Once you know the net buildable area, multiply it by the minimum and maximum number of permitted dwelling units/acre. The result is the number of permitted new lots. All new lots must meet the minimum lot size required in the zone. Short Plat approval is limited to four lots.

What Documents do I need to provide?

You must provide:

- a survey completed by a registered land surveyor;
- a sketch or map which shows:
 - the owners of adjacent land and any adjacent subdivisions;
 - the boundary lines of the proposed lots;
 - approximate locations of existing buildings, structures, utilities, underground storage tanks, and streets and ways or easements for such streets and ways within and adjacent to the tract;
 - the legal description of the tract and legal descriptions of all proposed lots; and
 - the name and address of the owner(s) of the tract;
- a title report; and
- a notarized certificate giving the complete description of the short plat (See GHMC 16.04.001.B.2) including any roadway or other dedications.

Single-Family Residential Zone (R-1)

Allowed Density = 4 du/ac

Gross Site Area	Net Buildable Area
1.3 acres	0.68 acres

Streets/ROW	Number of Lots
0.50 acres	2.72 Rounded to 3

**Wetland exclusive
of buffers**
0.12 acres

What can I do to ensure my Permit Approval Process runs smoothly?

- Schedule a **Pre-Application Conference**. (See Pre-Application Assistance Memo.)
- Provide a complete, written **Scope of Work** that covers all of the elements of the project (i.e. utilities, roads, buildable area, density, critical areas) and includes all the parcels necessary to accomplish the work.
- Provide a **Code Analysis** to demonstrate how you intend to meet the code (including the zoning code, development standards and the Design Manual).
- Show the **Areas of Disturbance** around trees identified for retention and show the full area of grading, clearing and construction with the required 10 foot no construction zone around tree retention areas and landscape buffers.
- Consult with **Outside Agencies** before submitting your application (including Peninsula Light/PSE, Murrays Disposal and Pierce Transit).
- Schedule an **Intake Appointment** and, if necessary, a **resubmittal appointment**. If resubmitting, provide a written response to each staff comment/correction. (See Intake Appointment FAQ Memo.)

Where Can I find Application Materials for Land Use Permits?

You can find a list of the application materials you need to bring by project type at:

<https://www.gigharborwa.gov/234/Checklists-Applications-Fees>

This webpage contains general application information (fees, application information, environmental checklists, the general permit application form, etc.), project specific checklists, and information about design review. Scroll down to the Subdivision Forms section.

The civil plan documents are available on the City's website at:

<https://www.gigharborwa.gov/230/Checklists-Forms-Fees>

Client Assistance Memos are not intended to replace the Gig Harbor Municipal Code. Should you have any questions regarding this information please call the Planner of the Day at (253) 851-6170.