



# The City of Othello

500 East Main Street OTHELLO, WASHINGTON 99344 Telephone (509) 488-5686  
Fax (509) 488-0102

## Short Plat Submittal Checklist

- ☐ Land Use Application Form, signed by property owner
- ☐ 7 full-size copies of the short plat drawing, meeting OMC 16.11.030(a) & (b) and showing all dedications (streets, easements, parks, etc.)
- ☐ 7 full-size copies of the site plan, in compliance with OMC 16.11.030(b)(5)(o)
- ☐ 11" x 17" reductions of the plat and site plan drawings, or a PDF that can be printed legibly at 11x17"
- ☐ Plat certificate from a title company licensed to do business in the state of Washington, dated within 30 days of submittal, confirming that the title of the lands in the plat is in the name of the owner(s) signing the plat
- ☐ Application fee of \$250
- ☐ Traffic memo or traffic study (depending on the size of the project)
- ☐ Request for deferral of municipal improvements and/or deviations from standards (if applicable)
- ☐ Critical area reports (if applicable) (Wetlands, habitat, etc.)
- ☐ A pre-application meeting is required

PROJECT NAME: \_\_\_\_\_

### **FOR OFFICE USE ONLY**

**Checklist Received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_