



Short Plats

Brochure #15

What is a Short Plat?

A short plat is the division or re-division of land into four (4) or fewer lots, tracts, or parcels.

What do I need to submit to apply for a Short Plat?

- Land Use Application and additional submittals as shown on the table titled “Project/Permit Submittal Requirements.”
- Completed Short Subdivision Supplemental application, as provided by the City.
- Short Subdivision application fee.

What are the criteria used for Short Plat approval?

All short plats are reviewed for compliance with the following adopted ordinances and standards:

1. Mukilteo Municipal Code (MMC) & Resolution 99-02 Development Standards and Amending Resolution 01-21.
2. Comprehensive Plan
3. Current Department of Ecology Stormwater Management Manual for Western Washington
4. SEPA Environmental Review Process

City of Mukilteo
Planning and Community Development Department
11930 Cyrus Way
Mukilteo, WA 98275
(425) 263-8000

What are the steps in the Short Plat process?

1. Pre-application meeting with the Planning Department prior to application submittal (recommended but not required).
2. After submittal, staff will determine if the application is complete.
3. Staff will circulate the completed application to interested agencies and adjoining neighbors for a fourteen (14) day comment period.
4. For non-SEPA short plats, a Notice of Project Decision shall be issued on the proposed short plat within thirty (30) days of the complete application date. Time for project revisions is excluded from the thirty (30) day review period.
5. Upon preliminary approval of the short plat, a pre-construction meeting will be scheduled.
6. The applicant has one (1) year from the date of preliminary approval to meet all the conditions of the short plat. One one-year extension may be granted by the Planning Department.
7. Upon completion of all site work and payment of any applicable fees, the applicant can apply for final plat approval. The City will determine if all conditions of the preliminary plat have been met.
8. Upon approval, the final plat is recorded at the County. The applicant is responsible for paying the recording costs.

Can the Planning Department's decision be appealed?

The applicant or adjacent property owners aggrieved by a decision of the City Planner may request a review of that decision by the City Council. Such an appeal shall be made in writing to the Council within fourteen (14) calendar days of the date of the City Planner's written decision.

For questions or additional information:

Call... City of Mukilteo
Planning Department (425) 263-8050
City Hall (425) 263-8000
Fax (425) 212-2068

Location...
11930 Cyrus Way
Mukilteo, Washington 98275

Hours...
Monday - Thursday
7:30 a.m. to 5:00 p.m.
Friday
7:30 a.m. to 4:30 p.m.

THIS BROCHURE IS INTENDED TO BE A GUIDE FOR INFORMATION ONLY. PLEASE BE ADVISED THAT THE INFORMATION CONTAINED IN THIS BROCHURE MAY NOT BE COMPLETE AND IS SUBJECT TO CHANGE.