

## PLAT VACATION APPLICATION

An application may be submitted for the proposed vacation of part or all of a plat.<sup>1</sup>

<b>Property address or general location (cross-streets):</b>  	<u><b>Office Use Only</b></u>  Permit # _____  Associated Permits: _____ _____ _____ _____ _____
<b>Existing Legal Description(s) (or Tax #): Parcel Number:</b> _____  Addition: _____, Block(s): _____,  Lot(s): _____	
<b>Property Owner:</b> Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____	<b>Contact/Representative (if different):</b> Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____
<p><i><b>If more than one (1) property owner, include contact information and written authorization on a separate sheet of paper for each. RCW 58.17.212 requires signatures of all parties having an ownership interest in that portion of the subdivision subject to vacation.</b></i></p>	
<p><b>Does the applicant, or anyone connected with the applicant or the development (any person, family member, firm, corporation), have an interest by reason of ownership, contract for purchase by agreement or option in any land within 200 feet of any portion of the subject property? <input type="checkbox"/> No <input type="checkbox"/> Yes</b></p> <p>If yes, describe:</p>	

I swear or affirm that the application responses are made truthfully and to the best of my knowledge. I further verify the property affected by this application is the exclusive ownership of the applicant(s), or that I have submitted the application with the written consent of all owners of the affected property.

**Print Name:** \_\_\_\_\_

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

*See attached for details on plan submittal requirements and cost.*

<sup>1</sup>This application may also be used for vacation of Binding Site Plan or Unit Lot Subdivision. If requesting a street vacation only, see the City's Street Vacation application.



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I request consolidated review: Elected consolidated review increases staff efficiency in permitting, and is intended to shorten permit timelines due to consolidated instead of consecutive review. Failure to check box may result in delayed review start for permits

Describe in detail the proposed vacation including but not limited to the number of lots to be vacated, remaining number of parcels, nature of surrounding properties, proposed access, any proposed development.

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Are there any known wetlands or steep slopes on site?  No  Yes If yes, explain and provide a map.

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Reasons for vacation:

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Would the vacation effect any lands dedicated to the public for public use or benefit (e.g., streets, easements, open space/parks).  No  Yes If yes, explain

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Is the existing plat subject to covenants/Homeowners Association filed at the time of approval of the subdivision?  No  Yes If yes, attach a copy of the covenants.

Would the vacation result if the violation of a covenant?  No  Yes

If yes, you must submit an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter relevant covenants to accomplish the purpose of the vacation of the subdivision or binding site plan, or portion thereof.

Describe how the public use and interest would be served by the vacation.

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## Submittal Requirements CHECKLIST

- Completed Plat Vacation Application Form
- Application Fee \$3,294.60 + \$475.00 Notice fees.  
Please check with staff regarding initial fee amount.
  - o Fee includes \$500.00 toward Hearing Examiner fee. Actual fees will be charged. Additional fees or refunds will be processed depending on final Hearing Examiner cost.
  - o Unless found exempt, additional SEPA application fee of \$1723.60 will also be due with the separate SEPA application. Above fee includes SEPA notice.
  - o Above fee includes \$50.00 Notice Board deposit fee.
- Plat Certificate: One (1) copies of a plat certificate dated within 30 days of the application filing date confirming that the title of the lands as described and shown on the altered short plat, plat, or BSP is in the name of the owners signing.
- Based upon Title Company information, the signatures of all of those persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be vacated.
- SEPA permit application unless otherwise exempt per PTMC 19.04.080 [SEPA Categorical Exemptions & Flexible Thresholds](#)
- Photocopy of the plat map and any surveys of record.<sup>2</sup>
- Restrictive Covenants  
If the subdivision is subject to restrictive covenants which were filed at the time of the approval of the subdivision, and the application for vacation would result in the violation of a covenant, the application shall include:
  - o a copy of the restrictive covenants and
  - o an agreement signed by all parties subject to the covenants, demonstrating that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the vacation of the subdivision or portion thereof. (see City template, Property Owners Consent)
- Easements

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<sup>2</sup> See Jefferson County Assessor's office, or website: <http://www.co.jefferson.wa.us/assessors/parcel/ParcelSearch.asp>

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- If easements would be extinguished or altered, the application shall contain an agreement signed by all parties subject to the easement(s) providing that the parties agree to extinguish or alter the easement(s). This requirement may be waived if the plat or other document creating the dedicated easement provides for an alternative method(s) to extinguish or alter the easement. (RCW 64.04.175)

One copy of a map done to scale with proposed vacation(s) clearly depicted. Prior to submittal, the applicant is encouraged to discuss with the PCD Director the appropriate scale, size and detail(s) necessary for the map submittal. Depending upon the land area involved, the presence of critical areas, the number, size and location of existing structures and other public or private improvements, the PCD Director may require the map to be prepared by a surveyor or engineer licensed in the State of Washington.

Mailing Labels: Submit the latest list of tax parcels and their owners within 300 feet of the property, prepared by a Title Company, with said owner's names and addresses typed on mailing labels. (City will supply envelopes.) In addition,

- If the underlying plat was originally recorded in 1937 or later – the above list (and mailing labels) shall be *expanded* to include ALL property owners in the underlying subdivision.
- If you own additional parcels adjacent to the proposed plat vacation, the list must include owners within 300 feet of your ownership<sup>3</sup>

Upon review of an application, the PCD Director and/or Public Works Director may require additional pertinent information as needed to satisfy any regulatory requirements.

**If Approved: the applicant will be required to submit:**

Plat Certificate: One (1) copies of a plat certificate dated within 30 days of the application filing date confirming that the title of the lands as described and shown on the altered short plat, plat, or BSP is in the name of the owners signing.

Proof that property taxes, for each affected parcel, are paid in full.

Proof that any special assessments, for each affected parcel, are paid in full.

Unless otherwise waived by the Director, one paper copy of the final plat vacation map prepared by a Washington State licensed engineer or land surveyor registered or licensed by the state of Washington in accordance with PTMC Title 18 for the applicable type of land division (short plat – PTMC 18.12; full plat – PTMC 18.16; or binding site plan – 18.20). Identify all points of access, all easements, deeds, restrictions, or other encumbrances restricting the use of the property as applicable. One (1) electronic copy of the final plat

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<sup>3</sup> (RCW58.17.090)  
4.25

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vacation must also be provided to PCD. Once the application has been submitted, the PCD staff member assigned to the application will contact the applicable surveyor to arrange for a .pdf file of the map.

If revised private Covenants, Conditions and Restrictions (C.C.R.'s) are proposed for recording against lots within the remainder of the subdivision, please submit a draft hard copy and an electronic version. PCD staff will review them for any potential inconsistencies with adopted municipal code.

Applicant shall be responsible for Recording fees