



Alteration of Recorded Plat

City of Puyallup
Development Services
333 S. Meridian
Puyallup, WA 98371
Phone: 253-864-4165
www.cityofpuyallup.org

This application is to be used to request an alteration to a previously recorded plat. This application is not to be used to divide a property. When preparing this application, please print or type the reply to each question. If you have any questions, please contact the Development Services Center at (253) 864-4165.

The following plans, specifications and other documents, pertaining to the application shall be submitted at the time of the filing. **Please note that incomplete application packets may cause a delay in reviewing your application.**

Submittal Checklist

Application is signed and dated, including signatures from majority of property owners within plat

Notarized Agreement signed by all parties, if restrictive covenants exist and will be affected by alteration

1 CD with entire submittal package (Flash drives not accepted)

8 Copies completed application form

8 Copies of existing recorded plat document
FOLDED TO APPROX 8 1/2" X 11"

8 Copies of the plat document showing proposed alterations
FOLDED TO APPROX 8 1/2" X 11"

3 Copies of Title Report / Plat Certificate no older than 2 weeks at the time of submittal

Application Fee: **\$180.00**

Please see page 3 for detailed information of submittal requirements

Revised 8/2019

APPLICATION INFORMATION

Site Information

Parcel Number

Street Address

Applicant Information

Name

Street Address

City

State

Zip

Phone

E-mail

Owner Information (attach separate sheet if more than one)

Name

Street Address

City

State

Zip

Phone

E-mail

Contact Owner Yes or No

Engineer/Surveyor

Name

Street Address

City

State

Zip

Phone

E-mail

WA State Professional Land Surveyor Registration No.

Name of Registered

Expiration Date

Contact Yes or No

SUMMARY OF REQUEST

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.

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.

Wetlands	Wellhead Protection Area	Aquifer Recharge Area
Lakes/Ponds	Habitat Corridor	Flood Zone
Streams/Creeks	Habitat Conservation Area	Flood Classification:
Puyallup River Shoreline	Clarks Creek Shoreline	Geologic Hazard Areas
Shoreline Classification:	Shoreline Classification:	Volcanic Hazard Areas
Conservancy	Conservancy	Slopes 0% - 15%
Rural	Rural	Slopes 16% - 39%
Urban	Urban	Slopes 40% or Greater

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.

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.

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.

REQUIREMENTS FOR SUBMITTAL OF AN ALTERATION TO A RECORDED PLAT

- 1) **Recorded Survey of the Existing Plat**
- 2) **Complete Survey of the Plat:** A complete survey is required to be compiled on an 18-inch by 24-inch sheet showing the proposed alterations, unless otherwise directed by the Development Services Director or designee. The previously recorded survey document may need to be updated to meet current standards and ownership. The survey of the plat must contain the following information:
 - a) The necessary acknowledgments, dedications, descriptions, surveyor's certificate and approvals for the Mayor, Public Works Director, Development Services Director, City Engineer, City Treasurer, City Attorney, Hearing Examiner, Pierce County Assessor-Treasurer and Pierce County Auditor
 - b) Names and addresses of the owners of all properties;
 - c) Legal description of the said tract and legal description of all lots;
 - d) North arrow, scale (1" = 100'), and date;
 - e) Boundary lines of the tracts and their dimensions (bearing and dimensions);
 - f) Layout, names and width of streets, alleys, and easements;
 - g) Accurate location of any existing structures, well sites and septic systems;
 - h) Registered land surveyor certification that the drawing is a true and correct representation of the land surveyed, and that all monumentation locations, size and materials are correctly shown;
 - i) Original county assessor parcel numbers for all affected tracts;
 - j) Vicinity map, containing the outline of the affected parcels, the nearest public streets to the north, south, east and west, and the quarter/quarter section in which the site is located;
- 3) **Plat Certificate/Title Report:** A plat certificate confirming ownership and any easements or other encumbrances of record affecting the subject parcel. The plat certificate shall have been prepared within two weeks of the date of application;
- 4) **Signatures:** The application must contain the signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered.
- 5) **Notarized Agreement Signed by all Parties – 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 alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof. The signed agreement shall be notarized.
- 6) **Other Information:** Additional information may be determined to be needed due to site conditions, setting or the proposed improvements, in order for the city to review and approve the proposed development. Other required information may include but not be limited to critical area assessments, flood hazard assessments, traffic impact assessments, preliminary engineering designs, etc.

CERTIFICATION

I hereby state that I am the owner or authorized agent 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 Applicant: _____ Date: _____

Print Name: _____

Signature of Owner*: _____ Date: _____

Print Name: _____

**If more than one owner exists, please provide dated signatures with printed names on a separate sheet for the majority of those persons having ownership within the plat (50%+).*