



# CITY OF PUYALLUP

## Development Services Center

333 S Meridian, Puyallup, WA 98371

(253) 864-4165 Fax (253) 840-6678

## SHORT PLAT

### FINAL APPROVAL INSTRUCTIONS WORKSHEET

*Use this worksheet as a guide to complete the final short plat process*

PROJECT STATUS	<b>Final Development Review Team (DRT) letter – short plat application preliminarily approved*</b> . The latest revised copy of submitted materials has fulfilled the city's requirements related to the subdivision permit request, in accordance with the following conditions and notes.
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**\* Approval notes:** *This letter serves as a preliminary approval of the short plat only. Preliminary approval of a short plat by city departments shall be valid for one year from the date of this letter.*

**Within said one-year time frame, the applicant shall take the following steps to record the document and complete the final short plat process:**

- Complete all final corrections/conditions noted by city staff departments in the final DRT letter.
- Submit for review with the Pierce County Assessor-Treasurer's office (2401 S. 35th St., Room 142, Tacoma, WA 98409). The County Assessor's office will return "Preliminary Review Process" notes to you, either requiring corrections or accepting your short plat drawing as is.
- The applicant shall make any required corrections noted by the Assessor's office and receive a final acceptance letter. This letter must be included with the request for final signatures as evidence this process has been completed.
- Submit the final corrected version of the short plat drawing, along with the final acceptance letter from the Assessor's office and final DRT condition letter, to the City of Puyallup Development Services Department (333 South Meridian, 2<sup>nd</sup> floor) for city signatures of the final document.
- When submitting for final signatures, please include the attached "Request for Final Signatures" work sheet and all required documents outlined therein with your copy of the final, corrected short plat.  

(Note: The signature process takes appx. one (1) business week (typically 4-5 days) to complete; the case planner who transmitted your final DRT conditions letter will remain your point of contact and will inform you when the signed copy of your short plat is ready to pick up in our will-call center (2<sup>nd</sup> floor, Development Services counter at Puyallup City Hall).
- After receiving your signed short plat back from the city, you will be recording the document with the Pierce County Auditor's office (2401 S. 35th St., Room 200, Tacoma, WA 98409). More information regarding the recording process and fees may be found here: <https://www.co.pierce.wa.us/359/Recording>.
- Once your document is recorded with the Auditor, please send an electronic copy of the final official recorded document to the case planner for permanent record at the City of Puyallup. You will receive a separate instruction sheet with your returned short plat after city signatures outlining that process. Do not send a copy of the recorded plat watermarked as "unofficial".

