



Preliminary Short Plat

Frequently Asked Questions and Tips

The City of Algona has created customer tip sheets to inform the general public about the City's land use processes, effect of codes and regulations, and commonly asked questions relating to land development and construction projects. These sheets are not intended to be complete statements or advise customers of all applicable codes and regulations.

The codes and regulations may be revised or amended, please consult City staff to confirm your understanding of requirements before beginning work. It is the applicant's responsibility to understand all requirements and ensure the project meets the City's applicable codes and regulations.

What is a Short Plat?

A Short Plat is a process to legally divide one property into nine (9) or fewer lots.

Why is a Short Plat necessary?

The Short Plat process grants the City an opportunity to review the project to ensure a quality design is proposed that meets the City's adopted codes and regulations.

How long does it take to get approval?

The preliminary Short Plat process typically takes four (4) to six (6) months to process and approve. The final approval process typically takes two (2) to four (4) months to process and approve. The length of time may vary depending on the complexity of the project and the responsiveness of the applicant.

How much does a Short Plat cost?

The City's fee schedule for permits is updated on an annual basis. The fee schedule is located in [Chapter 2.50](#) in the Algona Municipal Code (AMC).

What is the application process?

1. Submit the Preliminary Short Plat application and required materials by email to:
juliek@algonawa.gov.
2. The City will review the application for completeness within 28 days.
3. When the application is deemed complete, the submittal materials will be circulated to planning, engineering, and fire departments for review and commenting.
4. Once City staff approves the application, the permit is issued by the Public Works Director. The preliminary approval is valid for 1-year from the date on the approval letter.
5. The applicant must submit a final short plat on forms provided by the City for review to verify required improvements have been completed as required.
6. Final approval is issued and the applicant must record the final short plat with King County Auditor's Office.

How often can land be divided?

A property may not be subdivided again for a period of five (5) years from the site's previous land division.

Note: This Tip Sheet does not include all codes and regulations that may be applicable to your project. The applicant is responsible for demonstrating compliance with adopted codes and regulations, whether or not described in this document.

For more information: City of Algona | www.algonwawa.gov | (253) 833-2897

To request this information in an alternative format or a reasonable accommodation, please call (253) 833-2897. TTY or STS users please dial 711 to connect to Washington Relay Service.





What do I need to submit?

All application materials must be submitted in electronic PDF format. Additional materials are potentially required depending on the nature of your application. Please contact the City to confirm if additional materials are anticipated to be required.

At minimum, the application includes:

- Complete Short Plat Application
- Land Use Narrative
- Application Fee
- Public Notification Package
- Survey
- Preliminary Plans
- Title Report dated within 30 days of submittal

What is a land use narrative?

A land use narrative is the applicant's opportunity to describe the proposed project's intent, design, and operations. The land use narrative should describe how the project meets the City's approval criteria for a Short Plat. Responses to each of the approval criteria is required and should be answered as completely as possible.

The applicant is responsible for demonstrating how the project meets the following approval criteria, listed in [Chapter 19.16.090](#). A Short Plat may only be granted by the City upon proof that the application meets these findings.

Why is a final approval needed?

The Public Works Department requires public improvements during the preliminary review process, and typically requires road or drainage improvements.

When a preliminary Short Plat is approved, the applicant will need to complete public improvements before they can submit for the final approval process. Once improvements are complete and the final Short Plat approval is issued, the applicant then must submit the final approval to King County Auditor's Office to record the land division.

Is public noticing required?

The applicant is responsible for submitting pre-addressed and stamped envelopes for properties within a 300-foot radius from the subject parcel's boundary lines. The City will prepare the notification and distribution. Additionally the City coordinates the public notice sign on the subject property at the expense of the applicant. The sign shall remain on-site until the final approval is issued. The applicant is responsible for maintaining the sign for the duration of the application.

Please reach out to the City to receive a copy of what a public notice sign must look like and what information must be included.

Is a pre-application meeting required?

Any person considering the short subdivision of land is strongly encouraged but not required to participate in a pre-application meeting with city staff before any plans are drawn. The preapplication meeting shall be an informal review of the proposed short plat where recommendations can be offered by planning, engineering, building, public works, police, and fire reviewers.

Applications involving land division often require coordination with the City to properly plan streets and roads, utilities, emergency access, parks, and open spaces.



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