



Plat Alteration Application

Application Fee: \$240.00—Plus consulting fees over 2 hours

# Copies Required:	Description of Required Documents:	Required:
1	Plat Alteration Application Fee	A
1	Plat Alteration Application	A
1 per agency	Supporting documentation which demonstrates that your application has been filed for review with the following agencies: <ul style="list-style-type: none"> ➤ Pierce County Assessor ➤ Pierce County Public Works (if on sewer) ➤ Tacoma-Pierce County Health Department 	A
1	Applicant/Owner Affidavit of Posting*	A
11	18" x 24" Copies of plat alteration	A
3	Current Title Report (Issued within 30 Days of submittal)	A
2	Documentation necessary to verify legal lot status. Refer to LMC 18A.50.115.A.2. These documents may include recorded deeds, subdivision records, or recorded boundary line adjustments or possibly a chain of title report. **	A
1	Statement of Approval (see Plat Alteration Application Form)	A
1	Copy of Restrictive Plat Covenants	A
1	8 ½" x 11" Reduction of Short Plat	A
2	Tree Retention Plan (See CDD Handout #5)	M
(See SEPA form)	SEPA Application and Fee	M

A=Always required.

M=May be required.

- PRIOR TO APPLICATION SUBMITTAL, the applicant will be required to post a notice board on the property. The notice board shall be a four foot by four foot (4'x4') plywood generic notice board mounted and bolted onto at least two (2) four inch by four inch (4"x4") wood posts and placed securely in the ground. The notice board shall be placed by the applicant in a conspicuous location on the street frontage bordering the subject property.
- *If you have any questions, please ask to speak with a planner.
- All large maps must be folded to fit into a 10" x 13" envelope with the application name of the plan showing. All above items and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted as complete. Handouts and application forms may be revised without notice.



PLAT ALTERATION APPLICATION

APPLICATION FEE: \$240.00 Plus consulting fees over 2 hours

ADDRESS/LOCATION: _____

PROPOSED USE: _____ ZONE: _____

PIERCE COUNTY PARCEL NUMBER (S): _____ ACRES: _____

¼ Section _____ SECTION _____ TOWNSHIP _____ N RANGE _____ E

PROPOSED PLAT ALTERATION/INTENT:

APPLICANT: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Professional License No: _____

Signature: _____ Contact Person: _____

AGENT/ CONSULTANT/ ATTORNEY: (mandatory if primary contact is different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ License No: _____

PROPERTY OWNER 1: (mandatory if different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

PROPERTY OWNER 2: (if more than two property owners attach additional info/signature sheets)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we constitute all of the legal owners of the property described above and designate the above parties to act as our agent with respect to this application:

OFFICE USE ONLY:

DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____

DATE APPLICATION COMPLETE: _____ COMPLETENESS REVIEW BY: _____

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A PLAT ALTERATION APPLICATION:

- A. **The completed original application form and one (1) additional copy, making sure that all of the required signatures have been obtained.**
- B. One (1) copy of the Applicant/Owner Affidavit of Posting form, to include all of the required signatures.
- C. Supporting documentation which demonstrates that your application has been filed for review with the following agencies:
 - **Pierce County Assessor**
 - **Pierce County Public Works (if on sewer)**
 - **Tacoma-Pierce County Health Department**
- D. Eleven (11) 18" x 24" copies of the proposed plat alteration.
- E. Three (3) copies of a current title report (issued within 30 days of plat alteration submittal).
- F. **Two (2) copies of documentation necessary to verify legal lot status. Refer to LMC 18A.50.115.A.2. These documents may include recorded deeds, subdivision records, or recorded boundary line adjustment documents or possibly a chain of title report.***
- G. One (1) 8 ½ by 11" reduction of plat map.
- H. A statement of approval for the proposed plat alteration signed by a 50 percent majority of the property owners within the subject subdivision or portion thereof to be altered. Should the plat alteration propose to change any portion of the binding covenants of the original plat, the statement of approval shall include ALL property owners within the subject subdivision.
- I. One (1) copy of the restrictive covenants of the subject subdivision, if applicable.

*If you have any questions, please ask to speak with a planner.

ALL LARGE MAPS MUST BE FOLDED TO FIT INTO A 10" x 13" ENVELOPE WITH THE APPLICATION NAME OF THE PLAN SHOWING.

All above items and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted as complete. Handouts and application forms may be revised without notice.

APPLICANT/OWNER AFFIDAVIT OF POSTING

PRIOR TO APPLICATION SUBMITTAL, the applicant is required to post a notice board on the property. The notice board shall be a four foot by four foot (4'x4') plywood generic notice board mounted and bolted onto at least two (2) four inch by four inch (4"x4") wood posts and placed securely in the ground. The notice board shall be placed by the applicant in a conspicuous location on the street frontage bordering the subject property. The affidavit is to be completed and submitted with the application **after** the notice board has been installed.

I, _____ state and swear; that in compliance with the provisions of the City of Lakewood Land Use and Development Code, I caused to have posted a four foot by four foot (4'x4') plywood face generic notice board in _____ conspicuous place(s) on the street frontage bordering the subject property which is the subject of the _____ application on the _____ day of _____, 20____.

Applicant Signature

Date

OR

Property Owner Signature

Date