



**City of Cashmere
Public Works Dept.
101 Woodring Street
Cashmere, WA 98815
Phone (509) 782-3513**



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Subdivisions (Plats)

WHAT IS A SUBDIVISION?

A subdivision or plat is a division of land into five or more lots or tracts. Requirements are covered in detail in Cashmere Municipal Code Chapter 16.12.

BASIC REQUIREMENTS

There are certain minimum requirements that all divisions of land, binding site plans, manufactured home developments, plats or subdivisions must meet, as follows:

- Provide adequate public streets to access each parcel of land created meeting the Standards of CMC Titles 13 and 15 and the Cashmere Design Standards Manual.
- Provide water utility service to each lot created, adequate to serve future development.
- Provide wastewater utility service to each lot created adequate to serve future development.
- Provide adequate control of storm water runoff resulting from development at the density authorized by the applicable zoning.
- Provide adequate measures to mitigate for any adverse environmental impacts as identified by the city's environmental policy and the State Environmental Policy Act.

A developer must construct the needed improvements to City of Cashmere specifications before plat approval. This typically involves installing utilities and constructing or improving roads. The Public Works staff will confirm the completion of the required development improvements before approval of the final plat.

PRELIMINARY PLAT

Subdivisions are processed in two steps: A preliminary phase and a final-approval phase.

A professional land surveyor prepares the preliminary plat in a scale sufficient to show all details of the proposal and a size that will be acceptable to the Chelan County auditor for recording. The preliminary plat fee and 10 copies of the plat are to be submitted at the time of application.

QUASI-JUDICIAL REVIEW

The Cashmere Municipal Code requires that plat applications receive quasi-judicial review, a process that involves a pre-application meeting and submitting a formal application with supporting plans and documents, and a public hearing before the hearing examiner.

The public hearing is held after the completion of the public comment period and the comment period required by SEPA, if applicable. The city issues a public notice of the date, time, location and purpose of the hearing, pursuant to CMC 14.07.090.

The city issues a written staff report, integrating the SEPA review, threshold determination, and recommendation

regarding the application(s).

Within 10 working days after the date the public record closes, the hearing examiner shall issue a written decision regarding the application(s).

The hearing examiner may approve, approve with conditions or deny the application and shall mail the notice of its decision to the city, applicant, the applicant's designated representative, the property owner(s), and any other parties of record. The decision shall be issued pursuant to CMC 14.09.090, Notice of final decision.

FINAL PLATS

A survey is required by a professional land surveyor registered in the state of Washington. A copy of the survey must be submitted to the City, along with a statement signed by the Chelan County treasurer that all taxes and delinquent assessments have been paid, and a statement signed by the city clerk-treasurer that all subdivision fees, utility departments' fees and construction billings, and contributions have been paid before final approval of the plat.

Need More Information?

This publication is intended to provide general information only. It is not a substitute for the requirements of official plans, policies, resolutions and/or codes of the City of Cashmere.

Additional information on subdivisions, fees or scheduling a pre-application meeting can be obtained from Cashmere Public Works Dept.