



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



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## **Short Subdivisions**

### **WHAT IS A SHORT SUBDIVISION?**

A short subdivision is a division of land into four or fewer lots or tracts. The terms "short subdivision" and "short plat," have the same meaning as used in the Cashmere Municipal Code.

### **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 may construct the needed improvements with preliminary approval. This typically involves installing utilities, constructing or improving roads and completing a final survey of the lots being created. The Public Works staff confirms the completion of the required development improvements before approval of the final short plat.

## **REVIEW CRITERIA**

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

The Cashmere Municipal Code requires that short plat applications receive full administrative review, a process which involves a pre-application meeting and submitting a formal application with supporting plans and documents.

Applications for full administrative review are processed by the Public Works staff. Written public comment is accepted on these types of applications. A public hearing is not involved. The preliminary phase determines whether the short subdivision should proceed as proposed, be modified or not be approved. Refer to the Permit Process brochure for more information on the full administrative review process.

Short subdivisions are reviewed for consistency with the Cashmere Comprehensive Plan, zoning code, state platting laws, other development regulations, and all state and local environmental laws.

These development standards address such issues as lot width and size, and impacts to traffic and roads, schools, utilities, fish

and wildlife and geologically hazardous areas (steep slopes).

During the review process, staff will address access, traffic, lot layout, development phasing or other pertinent issues. Please keep in mind, the preliminary short plat application process usually takes a minimum of 30 days once a complete application is submitted.

The final short plat is recorded with the County Auditor and becomes a permanent record. Once the final short plat is recorded in the Auditor's Office, each of the lots are individual parcels and can be sold, leased or transferred.

No lot in a short subdivision may be further subdivided within five years from the date of recording

Refer to the following portions of Cashmere Municipal Code for further requirements and more detailed information:

- 16.08 Design Standards
- 16.16 Short Subdivisions and Short Plats
- 16.28 Dedication and Contributions
- 16.32 Public Improvements
- 16.36 Surety, Bonds, and Fees

### **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 short subdivisions, fees or scheduling a pre-application meeting can be obtained from Cashmere Public Works Dept.