



City of Washougal
Short Plat Application
 Community Development - Planning
 1701 C Street
 Washougal, WA 98671
 (360) 835-8501 • Fax (360) 835-8808
www.cityofwashougal.us

For City Use Only:
 SP: _____
 Fee: _____
 Paid: _____

SUBMIT THIS APPLICATION TO THE PLANNING DEPARTMENT

NAME OF PRELIMINARY PLAT: _____

APPLICANT:

_____	_____	_____	
Name	Phone	E-mail	
_____	_____	_____	_____
Address	City	State	Zip

PROPERTY OWNER (list multiple owners separately)

_____	_____	_____	
Name	Phone	E-mail	
_____	_____	_____	_____
Address	City	State	Zip

ENGINEER (if different than the APPLICANT)

_____	_____	_____	
Name	Phone	E-mail	
_____	_____	_____	_____
Address	City	State	Zip

LOCATION OF PROJECT:

Site Address: _____ **Cross Street:** _____

Located in the _____ **1/4 of Sec:** _____ **Township:** _____ **Range:** _____

Serial #s of parcels included: _____

Comp Plan Designation: _____ **Zoning Designation:** _____

Overlay Zone(s): _____ **Total Acreage of Original parcel(s):** _____

AUTHORIZATION

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. **The information on and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.**

In addition, my signature below also grants permission for city staff to access or enter the subject property to examine the site.

 Authorized Signature (**Letter of authorization required if other than property owner**) Date

Short Plat Application Instructions

This packet provides the information and forms necessary to divide property into nine (9) or fewer lots where any parcel created is less than 5 acres in accordance with Washougal Municipal Code Title 17 and Revised Code of Washington Chapter 58.17.

A **Short Subdivision** is the division or reduction of land into nine (9) or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership [RCW 58.17.020 (6)].

Short Subdivision applications may be subject to a pre-application conference review if determined necessary by the Planning Director.

PRELIMINARY SHORT SUBDIVISION PROCESS

Following are the application steps, procedures and timelines for processing an application to short subdivide property.

Procedures:

Technically Complete

- Within twenty-eight (28) calendar days of submittal, the director shall determine if the application is technically complete and shall send to the applicant a letter stating that the application is technically complete or identifying what additional information is required to make it technically complete.
- Within fourteen (14) calendar days after the city receives additional information from the applicant in response to an initial or subsequent notice that an application is technically incomplete, the city shall mail to the applicant a written statement that the application is technically complete or identifying what information is required to make it technically complete.

All technical reports must accompany the application at time of submittal in order to fill the requirements of technical completion.

NOTICE OF APPLICATION ROUTING FOR COMMENTS

- Notice of application shall be posted on the subject property in two or more nearby conspicuous locations.
- The notice shall be mailed to all property owners as shown on the records of the county assessor of properties within 500 feet of the boundary of the site, and to the applicant, property owner, and engineer/consultant, and be published once in the official newspaper of the city. The publication and mailing of such notice shall occur on the same date.

Environmental Review (SEPA)

- Development shall be reviewed in accordance with the policies and procedures contained in Chapter 16.36 of the Washougal Municipal Code and the State Environmental Policy Act. **The city shall not issue a SEPA threshold determination until expiration of the comment period on the notice application.**

FINAL DECISION

The final decisions shall be made and mailed not more than 90 calendar days after the date of technically complete determination is made. This period shall not include:

- Time spent by the applicant to revise plans or provide additional studies or materials requested by the city.
- Substantial project remissions made or requested by an applicant, in which case the timelines set forth will be calculated from the time that the city determines the revised application to be complete.
- Projects involving the siting of an essential public facility.
- Time spent preparing an environmental impact statement.
- All time required to obtain a variance.
- Time between submittal and resolution of an appeal, including remands and determination of significance.
- Time required to process a request for reconsideration.
- Any extension of time mutually agreed upon by the applicant and the City in writing.

PRELIMINARY SHORT SUBDIVISION

The following is a checklist of the required information for submitting a PRELIMINARY SHORT SUBDIVISION application. Applications will not be processed until ALL of the following information is submitted and determined technically complete. (WMC 17.12.020).

APPLICATION FORM

- PRE-APPLICATION CONFERENCE SUMMARY** - One (1) copy of the PRE-APPLICATION CONFERENCE SUMMARY and a description of information submitted in response to any issues, comments, and concerns in the summary.
- PRELIMINARY PLAT** - Eight (8) copies of the PRELIMINARY PLAT - drawn to a minimum scale of 1" = 200' on a sheet no larger than 24" x 36" (one copy is acceptable of 8 ½ x 11 inches, if to scale). If submitting large scale drawing, please also submit one (1) reduced copy as well.

Full size plans (larger than 8 ½ x 11) shall be submitted folded and collated to approximate an 8 ½ x 11 sheet. Please include the following details:

- A. Short Subdivision name (if any);
 - B. The name, mailing address, and telephone number of the owner(s), and the person authorized to represent the owner(s) for the purposes of the application and approval.
 - C. The number assigned to each lot.
 - D. The location and size of all existing buildings, rights-of-way, easements, wells, water courses, high and low watermarks, railroad lines, municipal boundaries, section lines, township lines, and other important features relevant to the land proposed to be divided.
 - E. The lot sizes in acreage or square feet, whichever is more appropriate, and the number of lots and acreage within the Short Subdivision.
 - F. The exact dimension of each lot line to be created.
 - G. Map scale and north indication; and
 - H. Any required public dedication.
- PROOF OF OWNERSHIP** – Proof of ownership (copy of a recorded deed), or a copy of the recorded deed and a letter of authorization to act on behalf of the owner.
 - STORM WATER PLAN** - Two (2) copies of a conceptual engineered storm water plan and calculations, prepared in accordance with the provision of the City of Washougal Engineering Standards, to the degree necessary to demonstrate that increased storm water runoff can be adequately treated and disposed of on-site.
 - TRAFFIC STUDY** (if required by WMC 18.90) – Two (2) copies of a Traffic study prepared by a Washington State current licensed traffic engineer. When a traffic study is required, the study should include an assessment of capacities trip generation, traffic volume, access and site distances, connectivity/circulation, and level of service; for the proposed use.
 - INDICATION OF POTABLE WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM** - If individual septic systems are proposed, one (1) copy of an APPROVED SEPTIC SYSTEM FEASIBILITY APPLICATION for each proposed lot (not including existing residence (s) if applicable). Contact Southwest Washington Health District, P.O. Box 1870, 2000 Fort Vancouver Way, Vancouver, WA 98668 (360) 695-9215. For existing systems, provide copy of original approval if possible (if applicable).
 - ENVIRONMENTAL CHECKLIST SEPA** (if required) - Determination will be made during the pre-application review or technical complete review. If it is determined there are environmentally sensitive areas on your property delineation and/or assessments will be required before your application can be processed.
 - CURRENT LIST OF NAMES AND ADDRESSES** - Of all property owners within 500 feet of the perimeter of the subject property and all contiguous property under the same ownership, as shown upon the Clark County Assessor's records. The list shall be (dated and certified) as a complete list of adjacent owners by the Assessor's office, Surveyor, or Title Company. For purposes of notification, it is necessary to include parcels within 500 feet across a right-of-way or easements from the property that is subject to the application. You must also provide

this list (TYPED ON SELF-ADHESIVE LABELS) (include owner, applicant, and contact person). A list is considered current if the certification date is within thirty (30) days of the applicant LEGAL DESCRIPTION of the boundary of the plat (available from a Title Company, Surveyor, or Department of Assessment and GIS).

- COVENANTS OR RESTRICTIONS AND EASEMENTS** - Existing and proposed conditions, COVENANTS OR RESTRICTIONS AND EASEMENTS that apply to the property, if any (available from the Title Company).
- WRITTEN NARRATIVE** - Provide a WRITTEN NARRATIVE and attach EXHIBITS which demonstrate that the proposed land division complies with the following criteria, or will meet the criteria by complying with suggested conditions of approval proposed by the applicant, include:
 - The preliminary plat is in the PUBLIC INTEREST.
 - Describe how the following FACILITIES are adequate to serve the proposed land division:
 - Public and private streets and roads
 - Open spaces, parks and recreation
 - Sanitary waste collection and treatment
 - Fire prevention services
 - Potable water supply
 - Drainage/Stormwater control
 - Access to mass transit where there is or will be such transit
 - Schools and educational services (if residential)
 - Pedestrian access/amenities, particularly for students who walk to and from school
 - The proposal complies with all applicable standards in the Washougal Municipal Code:
 - Title 16 (Environmental)
 - Title 17 (Land divisions)
 - Title 18 (Zoning)
 - RCW 58.17 (Subdivisions and platting)
 - Engineering Standards
 - City of Washougal Vision Statements
- CONTOUR MAP** - The site must be identified (Topography maps are available from the Department of Assessment and GIS, located in the basement of the Clark County Courthouse. Engineered contours will be accepted, if signed by a licensed engineer or surveyor).
- U.S. SOIL CONSERVATION SURVEY** - One (1) copy of the U.S. Soil Conservation Service soils survey with the site identified, or other more site-specific information.
- ASSESSOR'S QUARTER SECTION MAP(s)** - One (1) full size copy with the site identified and all other property owned by the applicant within 1,000 feet of the proposed site (available from the Department of Assessment and GIS).
- ROAD MAP** - One (1) copy with site identified (available from the Department of Assessment and GIS).
- ZONING** - A map showing the existing ZONING of all adjacent properties (This may be written on the assessor's quarter section map).
- TREE PLAN** - Indicating the existing trees and vegetation – those that are proposed to be removed for the infrastructure of building envelopes, and those that will remain.
- STREET LIGHT PLAN** – Street Lighting Plan to include, acorn style traditional lamp standards designed to direct light to the ground and not the sky.
- SEPA APPLICATION FEE** – If applicable.
Environmental Checklist - **\$685.00**;
Environmental Impact Statement – **Cost Recovery**
- APPLICATION FEE** –
2 to 4 Lots - **\$1,615.00 per lot**;
5 to 9 Lots - **\$6,055.00 + \$210.00 per lot**