

Short Subdivision

Application Packet

Contents

- Land Use Application
- Environmental Review Questionnaire
- Landowner/Agent Consent Form
- Summaries of Regulation & Review Process

Submit the Following

- Fee
- Application packet including:
 - Land Use Application
 - Environmental Review Questionnaire
 - Preliminary Short Plat Map:
 - preferred: 1 hardcopy (11 x 17) & 1 electronic copy, or
 - not preferred: 20 hardcopies (18 x 24)
 - Landowner/Agent Consent Form (optional)
 - Vicinity Map (optional)

Questions

Okanogan County Office of Planning and Development
123 5th Ave. North, Suite 130
Okanogan, WA 98840

Phone: (509) 422-7160

e-mail: planning@co.okanogan.wa.us

Application Packet Creation Date: May 2012

REGULATIONS AND REVIEW PROCESS

Short Plats are authorized by RCW 58.17 and OCC 16.12. A short subdivision creates four or fewer lots (OCC 16.08.150). A short plat is a map representation of the short subdivision (OCC 16.08.145).

MAP STANDARDS

Preliminary short plat (OCC 16.12.030): Completed by or under the supervision of a professional land surveyor/Outer boundary and legal description/Division lines, acreage, lot numbers/Scale, legend, north arrow/Names of contiguous subdivisions and short subdivisions/Improvements: structures, wells, roads, etc./Existing physical addresses/Access and utility easements/Public roads/Lakes, ponds, rivers, streams, wetlands

Final short plat (OCC 16.12.070): Completed by a professional land surveyor/Project name & project number/Outer boundary and legal description/Division lines, acreage, lot numbers/Scale, legend, north arrow/Names of contiguous subdivisions and short subdivisions/Improvements: structures, wells, roads, etc./Existing physical addresses/Access and utility easements/Public roads/Easements from the title report/Designated shorelines & 100-year floodplain/Various disclaimers/Signature blocks & consent from each landowner/A final plat checklist is attached to the preliminary approval letter

APPLICATION REVIEW PROCESS

Preliminary Review: Submit applications to the Office of Planning and Development. Approval is not guaranteed. Fees are not refunded for denied applications. Allow 6-8 weeks for preliminary review. Allow additional time for incomplete applications and during busy periods.

- *Complete Application*: If the application is complete, the application is vested. If the application is not complete, it is returned to the applicant for additional information.
- *SEPA Determination*: The SEPA responsible official determines whether or not the project is exempt from SEPA review. If required, SEPA review is processed concurrently with the short plat.
- *Comment Period*: An information packet is sent to relevant public agencies, and utility and fire districts for a 30-day review and comment period. A notice of application and comment period is sent to landowners within 300-feet of the property and published in the newspaper.
- *Project Review*: The Planning Department reviews the proposal for consistency with applicable laws and reviews comments received during the comment period.
- *Preliminary Approval or Denial*: The Planning Department determines whether the application is granted preliminary approval or whether the application is denied. A letter is written to the applicant identifying the action taken. Letters of preliminary approval include conditions of approval.

Final Review: Inform the Planning Department whether conditions have been met. Submit verification in order to expedite the final review process. It is the applicant's responsibility to meet the conditions of approval and verify compliance with each condition.

- *Application*: The applicant requests final review. The request includes the final review fee, title report, verification of approval from various permitting agencies, and a draft of the final short plat.
- *Review*: The Planning Department verifies compliance with applicable short plat regulations, conditions of approval, payment of property taxes, and short plat map standards.
- *Approval*: The short plat map is approved/signed by the Planning Director once all requirements are met. The applicant is responsible for supplying paper copies of the mylar and payment of Auditor's Office recording fees.

THINGS TO CONSIDER

- An adequate water supply must be provided to each lot. Proof of water adequacy must be verified by Okanogan County Public Health.
- Each lot must be capable of supporting a sewage disposal system. Existing systems must be permitted. Compliance must be verified by Okanogan County Public Health.
- Legal access for ingress and egress must be provided to each lot by roads built to Okanogan County's internal and external road standards. Roads must be inspected by Okanogan County Public Works.
- SEPA (State Environmental Policy Act) environmental review is generally not required for short plat applications although SEPA review may be required in some cases.
- Private covenants (CC&R's) are not required although the applicant may elect to adopt covenants with the short plat.
- Is the property enrolled in the Open Space or Current Use (i.e. open space agriculture) tax classification? If so, the landowner may be required to remove the property from that program.
- Each lot must contain sufficient area and dimension to meet minimum requirements for width, area, and zoning for a building site and septic system.
- The Colville Confederated Tribe reviews projects located within the Colville Indian Reservation. Okanogan County will coordinate review with CCT Planning Department. Applicants are recommended to contact CCT Planning Department prior to submitting the application.

CONTACT INFORMATION

Applicants are encouraged to contact these agencies in order to determine whether the short plat process may trigger other permit requirements. It is a good idea to plan ahead before submitting a land use application. These phone numbers may be helpful:

Okanogan County Planning and Development.....	509-422-7160
Okanogan County Public Works.....	509-422-7300
Okanogan County Public Health.....	509-422-7140
Okanogan County Assessor's Office.....	509-422-7190
Okanogan County Treasurer's Office.....	509-422-7180
Okanogan County Auditor's Office.....	509-422-7240
Okanogan County Noxious Weed.....	509-422-7165
Colville Confederated Tribe – Planning Department.....	509-634-2570
Washington State Department of Natural Resources.....	509-684-7474
Washington State Department of Fish and Wildlife.....	509-754-4624
Washington State Department of Ecology.....	509-575-2490
Washington State Department of Transportation.....	509-667-3000
Washington State Department of Transportation – Aviation.....	360-651-6300

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LAND USE APPLICATION FOR CITIES, COUNTIES AND THE COLVILLE CONFEDERATED TRIBES

(The City/County/Tribes may require that additional application forms be completed)



PROJECT TITLE: _____

Total Fees Paid \$ _____ **Receipt #** _____ **Initials** _____

THIS APPLICATION IS FOR (check one):

<input type="checkbox"/> Building Permit	<input type="checkbox"/> Short Form Development Permit	<input type="checkbox"/> Variance	<input type="checkbox"/> Conditional Use Permit (CUP)	<input type="checkbox"/> Short Subdivision (4 or fewer lots)	<input type="checkbox"/> Subdivision (5 or more lots)
<input type="checkbox"/> Binding Site Plan	<input type="checkbox"/> Petition for Rezone or Code Amendment	<input type="checkbox"/> Planned Development	<input type="checkbox"/> Flood Plain Development Permit	<input type="checkbox"/> Shoreline Development Permit or Exemption	<input type="checkbox"/> Other (specify) _____ _____

APPLICANT INFORMATION:

SURVEYOR OR AGENT INFORMATION:

Name: _____ Name: _____
 Mailing Address: _____ Mailing Address: _____
 City/State/Zip: _____ City/State/Zip: _____
 Phone: _____ Phone: _____

NAME AND ADDRESS OF PROPERTY OWNER, IF DIFFERENT FROM APPLICANT ABOVE:

Name: _____ Phone: _____
 Address: _____ City/State/Zip: _____

CHECK ONE: Colville Tribal Member (Enrollment number _____) **OR** Non Tribal Member

CHECK ONE: Within the boundaries of the Reservation **OR** Outside the boundaries of the Reservation

TOWNSHIP _____ **RANGE** _____ **SECTION** _____

CHECK ONE: Trust land [allotment number(s)] **101--** _____ **101--** _____
 Fee Land [10 digit parcel number(s)] _____

This property is located within the _____ ZONING DISTRICT

↓FOR OFFICIAL USE ONLY↓

After reviewing all relevant information about this land use application, the reviewing agencies hereby agree that

The Colville Tribes Okanogan County Municipality of _____ will be the permitting agency.

Signature _____ Date _____
 Authorized Colville Tribal Representative

Signature _____ Date _____
 Authorized County Representative

Signature _____ Date _____
 Authorized City Representative

PROJECT INFORMATION:

Brief Description of Proposal (kind of use, size, # of units, method of water supply and sewage disposal, etc.): _____

General Description (miles from nearest town, water body, highway, etc. Vicinity map may be attached): _____

Current Land Use, Comprehensive Plan, Shoreline, Flood and Zoning Designations: _____

Name of Irrigation District: _____

Electrical Service Provider: _____

Name of Water System: _____

Name of Local Telephone Company: _____

Point of Legal Access (existing or proposed): _____

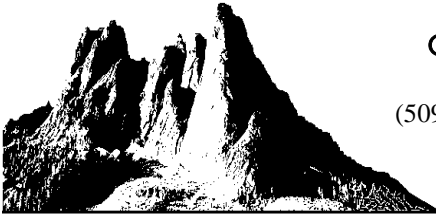
Please attach any other plans, specifications, or information as required by ordinance or guidelines.

Please see specific site plan requirements for Okanogan County applications.

SIGNATURE BLOCK

I am the applicant name on the reverse page and hereby state that the foregoing information, and all information attached hereto, is true to the best of my knowledge.

Signature _____ Date _____



Environmental Review Questionnaire

This form will be used to determine if the project proposal is exempt from SEPA review. According to WAC 197-11-305 1, b, ii: If the proposal is a segment of a proposal that includes a series of exempt actions that are physically or functionally related to each other, and together may have a probable significant adverse environmental impact, in the judgment of an agency with jurisdiction, then the proposal is not exempt from SEPA review.

Answering “yes” to any one of these questions does not automatically qualify the Short Plat application for SEPA review. Applications will be reviewed on a case-by-case basis.

Questions:

1. Is this development area within close proximity to other development sites that are within the same ownership? If yes, describe the other development(s).
2. Is the project area a portion of a larger property that has been divided within the last 5 years? If yes, list the type of division. Have the remaining portions of the larger property been since developed, and how?
3. Has this development been previously approved with a development agreement? If yes, describe the agreement. Attach the agreement with this questionnaire.
4. Does or will this development project share a common road system with other developments? If yes, describe the road(s) and the other development(s).
5. Does or will this development project share a common water system with other developments? If yes, describe the water system and the other development(s).

6. Does or will this development project share a common utility system with other developments? If yes, describe the shared utility or utility system, and the other development(s).

7. Does or will this development project share common covenants with other developments? If yes, describe the other development(s). Attach the covenants with this questionnaire.

8. Is a portion of the development area covered by water? If yes, describe the water body.

Applicant:

Print Name

Signature

Date

Determination of SEPA Exemption:

Exempt

Non-exempt

Lead Agency: Okanogan County
Responsible Official: Pete Palmer
Position/Title: Director/SEPA Responsible Official
Phone: (509) 422-7160
Address: 123 5th Avenue North, Suite 130,
Okanogan, Washington 98840

Signature: _____

Pete Palmer, Director

Date



Office of
Planning and Development
123 - 5th Ave. N. Suite 130 - Okanogan, WA 98840
(509) 422-7160 • FAX: (509) 422-7349 • TTY/Voice Use 800-833-6388
e-mail: planning@co.okanogan.wa.us

LANDOWNER/AGENT CONSENT FORM

I(we) the undersigned owner(s) of record of parcel no. _____,
located at (physical address): _____,
consent to and authorize (agent name), _____,
to act on my/our behalf for the purposes of obtaining approval for (development type):

submitted to the Okanogan County Office of Planning and Development.

I(we), as landowners of the above described property understand and agree to the following:

- I(we) are legal owners of the subject property and may act on behalf of any and all interested parties, financial and otherwise;
- I(we) are responsible for all activities occurring on the subject property;
- Okanogan County, its officers, and staff shall not be held liable for any activities arising from the actions of the above named agent;

Landowner

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

(Signature)

(Date)

Authorized Agent

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

(Signature)

(Date)

Landowner

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

(Signature)

(Date)

Authorized Agent

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

(Signature)

(Date)

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