



FACT SHEET- Short Plat Subdivision

P2.2F

NEED FOR PERMIT: Any division of land which will result in the creation of four or less lots, tracts, parcels, or sites any one of which that is less than five acres in area, for the purpose of sale, lease or transfer of ownership must go through the short subdivision process (RCW 58.17, CCC 18.42).

COWLITZ COUNTY CODE / ORDINANCE REVIEW CRITERIA:

- CCC 18.42 Short Plat Subdivision
- CCC 19.15 Critical Areas Ordinance
- CCC 19.11 Environmental Policy – State Environmental Policy Act (SEPA)
- Comprehensive Plan
- Other codes/ordinances applicable to development proposed.

PRE-APPLICATION REVIEW:

- Recommended.
- Schedule with project planner.
- See Pre-Application Submittal Checklist Requirements.

DEPARTMENT PROCESSING TIME:

- Preliminary Plat Review once application is complete - 30-60 days.
- Final Plat Review once application is complete – 30 days.

APPLICATION SUBMITAL – PROCESSING OF APPLICATION:

- Application submitted; staff determines the application complete or request for more information.
- Staff conducts site visit.
- Inter-agency review on all applications –10 working days.
- SEPA determination made 14-day review period begins, if required.
- Staff reviews project through required and applicable criteria.
- Staff writes preliminary plan approval-staff report, which includes findings, conclusions and recommendations.

DURATION OF PRELIMINARY PLAT: Preliminary approval is effective for one (1) year. Applicant must apply for final and record the final Mylar within that year. A six-month extension may be granted if applied for 30-days in advance of the expiration and substantial work has been completed towards finishing the plat.

FINAL PLAT: Applicant may file for final plat review once all items identified on the list of Preliminary Approval is completed. Staff reviews the application materials, sends the blacklines to the Department of Public Works for review and approval, and notifies the applicant when application is complete and Mylar's are needed.

APPEAL: Preliminary approval may be appealed to the Hearing Examiner.

If you have further questions, please call (360) 577-3052.