



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.

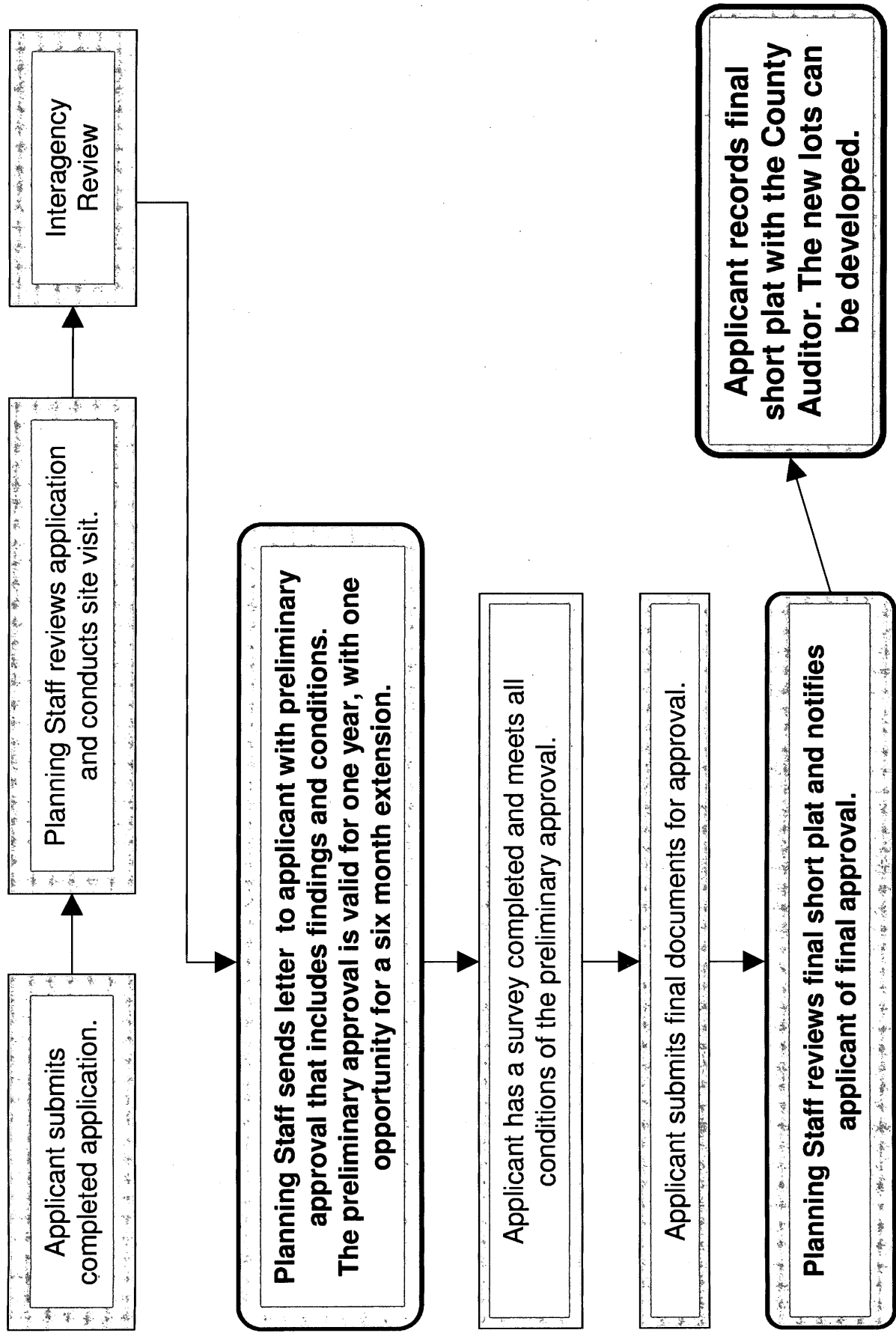
DURATION OF PRELIMINARY PLAT: Preliminary approval is effective for one (1) year. Applicant must apply for final and record the final Mylar within that year. A six-month extension may be granted if applied for 30-days in advance of the expiration and substantial work has been completed towards finishing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

SHORT SUBDIVISION REVIEW PROCESS





APPLICATION

A-1

Applicant: Please print in ink or type. A Permit Technician will review this application at intake for completeness.

Property Information

Project Address _____ City _____ Parcel # _____
Section(s) _____ Township _____ Range _____ Tax Lot _____ Acres _____

Owner/Applicant Information

Applicant/Authorized Agent _____

Mailing Address _____ City _____ State _____ Zip Code _____

Daytime Telephone _____ Email Address _____

Property Owner _____

Mailing Address _____ City _____ State _____ Zip Code _____

Daytime Telephone _____ Email Address _____

Contractor Name _____ License # _____ Exp. Date _____ Telephone _____

Lending/Bonding Co. _____ Address _____ Telephone _____

Project Description

Please provide a brief description of your project:

I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect, the permit or approval may be revoked.

Applicant's Signature _____ **Date** _____
Print Name _____

OFFICE USE ONLY

Application Type _____ Date _____
Permit Number _____ Accepted By _____



Short Subdivision FAQ

What is a Short Subdivision?

Short subdivisions (also known as short plats) are defined as a subdivision of land into 2, 3, or 4 lots, any one of which is less than 5 acres in area. Short plats are reviewed and approved by the Planning Division staff after being referred to agencies affected by the proposal for their comments. Short plats require potable water, sewage disposal, survey, legal access, and compliance with County environmental regulations.

What is Preliminary Approval?

The Preliminary Approval letter is the staff report that discusses the Department's findings regarding your proposed subdivision, and identifies conditions that must be completed before final subdivision approval.

What is a Final Plat?

Generally speaking, a plat is a map that describes a subdivision. The Final Plat is the final, correct map identifying the property being subdivided, and contains all the required surveyor information identified in your preliminary approval. Once the Final Plat is approved, signed, and recorded, the subdivision is complete and the lots may be sold or transferred.

What are Bluelines? And what is a Mylar?

Bluelines is a term used to describe the paper review copy of the Final Plat. Typically, bluelines are submitted for review along with the final subdivision approval packet and reviewed for completeness and correctness. Any necessary corrections are identified on the bluelines copy of the final plat and returned to the surveyor for corrections. Once the final plat is deemed complete and correct, the surveyor will produce the final Mylar. The Mylar is printed on a semi-transparent sheet of polyester film and is the copy that will be signed and recorded.

What is the Final Subdivision application packet?

Once all conditions of approval are completed and a blueline copy of the final plat has been obtained from your surveyor, you are ready to submit the Final Subdivision application packet. This packet will include all the necessary documentation for the Planning Department to review and complete your short subdivision. A checklist is provided with the Preliminary Approval letter to aid you in identifying whether you have met all required conditions. Please note, that bluelines, soils tests, and other documentation will not be accepted until all conditions of approval are met and submitted as part of this packet.

When can I sell my new lots?

Only when the subdivision has been completed and the final plat recorded can a lot be sold or transferred. Lots may be advertised for sale before the subdivision is complete, but is **strongly** discouraged due to the speculative nature of land developing and subdividing. Please be aware that complications can arise during the process, and may not correspond with the anticipated availability dates for the new lots or contractual obligations to prospective buyers.

Do I need to drill a well for my Short Subdivision?

All lots within a short subdivision require a source of potable water. If the property has a well, it is possible to share an existing well with other lots in your subdivision. If the property does not have a well, or you are unwilling/unable to share an existing well, then a new well will need to be drilled. For each lot using a well for potable water, a Water Availability Certificate will be required. It is important to note that even when there is an existing home using an existing well, it may not have a Water Availability Certificate, and one will need to be obtained using the same application process as a new well. Water Availability requirements and application packets can be picked up at our front counter, visiting our website, or contacting the Department of Building and Planning.

Do I need to build a private road?

If you are subdividing off an existing private road, or more than 2 lots will be utilizing a single access point from a County road, then you will be required to construct or upgrade that access to County private road standards. All private road construction must be completed before the subdivision can be recorded. These requirements are outlined in CCC 11.36.070, and can be viewed in the County Code section of Cowlitz County's website. All private roads are required to be engineered, and a permit must be issued before road construction may begin.

When is SEPA compliance required?

SEPA, the State Environmental Policy Act, is a state policy that requires state and local agencies to consider the likely environmental consequences of a proposal before approving or denying the proposal. SEPA compliance is required for short subdivisions anytime there is surface water onsite, including streams, creeks, rivers, ponds, or lakes. Even if a creek or stream forms a property line for your property, SEPA compliance is still required before Preliminary Approval can be issued. Private road construction permits also require SEPA compliance.



Subdivision Submittal Requirements

P2.1

This checklist identifies the minimum materials necessary for Cowlitz County to accept a Subdivision application. If any of the following items are not provided, the application cannot be accepted. Acceptance of an application over the counter does not constitute approval, only that the application has enough information to be accepted as counter complete. *All applications will require the appropriate fees upon submittal.*

Subdivision Applications	Letter of Authorization	Master Application	Applicant Checklist	Property Packet	Site Plan / Preliminary Plat / Road Plans ¹	Vicinity Map ²	Written Narrative	Environmental Checklist	Special Studies ³	Supplemental ⁴	Pre-Submittal Review Conducted (Staff)	Received (Staff)
Short Subdivision	1	1	1	1*	1*	1*	-	1*	2-4*	1	-	-
Large Lot Subdivision	1	1	1	1*	1*	1*	1	1*	2-4*	1	-	-
Rural Subdivision	1	1	1	1-20*	1-20*	1-20*	1-20*	1-20*	2-20*	-	-	-
Urban Subdivision	1	1	1	1-20*	1-20*	1-20*	1-20*	1-20*	2-20*	-	-	-
Planned Unit Subdivision	1	1	1	1-20*	1-20*	1-20*	1-20*	1-20*	2-20*	-	-	-
Boundary Line Adjustment	1	1	1	1	1	1	-	-	-	1	-	-
Private Roads Modification	1	1	-	1	3	1	-	1	2-4	1	-	-
	-	1	-	-	1	1	1	-	2-4	-	-	-

Permit Number _____

Date Stamp

¹ This will be determined as to type of permit, review your permit application materials to determine what is required.

² May be included as part of your site plan.

³ If special studies are required, one (1) unbound and one (1) bound copy is required at submittal. Additional copies may be required depending on the project and reviewing agencies.

⁴ If applicable, the supplemental is part of the application packet.

*One copy at the time of submittal; once application is determined complete, staff will inform applicant of number of copies required.

Subdivision Submittal Standard Instructions

Letter of Authorization. If not the applicant, the property owner must provide a signed letter of authorization for the applicant who is acting as the agent.

Master Application or Application. This must be typed or neatly printed in ink and signed by either the agent or the property owner.

Applicant's Checklist. This is found in the application packet and will list the requirements for a preliminary application. This checklist allows the applicant to ensure the application is complete for submittal. The applicant is required to initial or check the column identified as Applicant Check. If information is missing the application may not be complete for submittal.

Property Packet. This is basic property information needed to evaluate the project. The Applicant's Checklist identifies what is required for each type of project application.

Site Plan. The site plan is required for a Boundary Line Adjustment, Short Plat, Large Lot subdivisions and private road applications. Applicants may submit a legible 8"x11" or 11"x17" maximum site plan map. A cross section may be required dependant on topographical relief and/or proposed filling and grading work. The site plan must be drawn to scale and show all improvements, existing and proposed, including: parking areas, landscaping, building footprints, porches, walks, decks, overhangs, location of easements, setback measurements, legal access, road approach locations, utilities, location of fire hydrants, drainage courses (if present), stormwater facilities, site contours, maximum intervals, approved septic tank and drainfield locations including reserve areas, retaining walls, and other information as applicable.

Preliminary Plat. The preliminary plat is required for Urban, Rural and PUD subdivisions. The specific requirements are found in each ordinance supplied with each subdivision packet. All preliminary plats submitted must include at least one full sized set of plans and an 8"x11" or 11"x17" reproducible size plat. Preliminary plats may be submitted for Short Plats and Large Lots instead of a site plan.

Road Plans. Three copies of engineer stamped road plans are required at the time of application submittal. The engineer must be licensed in the State of Washington.

Vicinity Map. The vicinity map can be included on the site plan or as a stand-alone document. The vicinity map must clearly demonstrate where the property is located.

Written Narrative - Findings. The applicant must address the review criteria specific to the application, the review criteria is part of the application packet and can be found in the Applicant's Checklist.

SEPA Environmental Checklist. This document must be filled out completely and to the best knowledge of the applicant. The document must be signed and dated.

Special Studies. Special studies such as traffic reports, preliminary drainage reports, erosion control, etc. may be required depending on the individual project. At a minimum one bound and one unbound copy is required. Additional copies may be required dependant upon the project and additional reviewing agencies.

Supplemental(s). If required, the applicant must submit the supplemental document with the application materials. The supplemental is found in the application packet.

Pre-Submittal Review Conducted (Staff). The applicant may wish to have a pre-submittal review appointment with assigned staff to ensure that all application materials are suitable for submittal prior to making multiple copies. The meetings are free, and the applicant can call and schedule an appointment when ready for submittal. The appointment is encouraged but not required.



Applicant's Checklist-Short Subdivision P2.2

The following checklist is the minimum that is required for a preliminary subdivision application. All Short Plat Subdivisions must comply with all requirements within the Short Subdivision Ordinance CCC.18.34 and RCW 58.17. All applications will require the appropriate fees upon submittal.

Applicant Check	Preliminary Application Materials	Staff Check
<input type="radio"/>	Complete Master Application, including developer and property owner if different.	<input type="radio"/>
<input type="radio"/>	Letter of Authorization – written permission from the property owner if property owner is not the applicant.	<input type="radio"/>
<input type="radio"/>	A contiguous property identification form.	<input type="radio"/>
<input type="radio"/>	Name of the surveyor who will be preparing the short plat subdivision if known.	<input type="radio"/>
<input type="radio"/>	Property Packet: <ul style="list-style-type: none"> • Copy of current deed, legal description of the property including section, township, range, subdivision, parcel and tax lot numbers, and number of acres. • All the adjacent property in which the property owner has an interest. • Legal description of private roads and easements therein. • Copies of, covenants and/or agreements, which exist or proposed for the proposed subdivision restrictions, easements. • Planning Clearance Standard Parcel Report. • Assessor's Tax Map to scale of the property. • Short Plat Environmental Checklist. 	<input type="radio"/>

Applicant Check	Preliminary Plat Map or Site Plan*	Staff Check
<input type="radio"/>	1 copy – 8 1/2" x 14" to 11"x14" drawn to a scale no smaller than 100- 200' to one inch or other approved scale or a preliminary survey 18" x 24" (preferred).	<input type="radio"/>
<input type="radio"/>	Date, scale and north arrow.	<input type="radio"/>
<input type="radio"/>	A vicinity map clearly identifying the location of the proposed short subdivision site.	<input type="radio"/>
<input type="radio"/>	Dimensions of the proposed subdivision site, dimensions of each lot, and the number assigned to each lot.	<input type="radio"/>
<input type="radio"/>	Site plan must be legible.	<input type="radio"/>
<input type="radio"/>	Show physical features of site: <ol style="list-style-type: none"> 1. Existing or proposed roadways and/or access points including driveways. 2. Location of the nearest county road. 3. Power lines and/or railroad right-of-ways. 4. Location, names, widths and Auditor's file number of any existing easements. 5. Existing structures, primary and secondary drainfields, well locations. 6. Existing and proposed rights-of-way for public services or utilities within 100-ft of the area and contained within the short subdivision. 	<input type="radio"/>

- Show natural and physical features of site:
 1. The location of permanent and topographic features, which will have an impact upon the subdivision.
 2. Topographic contours if required.
 3. Hydrology, surface drainage, streams or water bodies, and wetlands.
 4. Other critical areas as known.

* If you would prefer to submit a surveyed copy of the plat please also see Section 18.34.060 for further requirements.

The following may or may not apply to your application. Prior to submittal of any of the following documents, please contact the Planning Department.

Applicant Check	Supporting Documents & Studies	Staff Check
<input type="checkbox"/>	Environmental checklist – SEPA.	<input type="checkbox"/>
<input type="checkbox"/>	Additional Studies as required – i.e. traffic reports, geotechnical, critical areas assessments.	<input type="checkbox"/>
<input type="checkbox"/>	Copies of related permit applications or approvals – i.e. NPDES or HPA.	<input type="checkbox"/>



Permit #: _____

<h1>Letter of Authorization</h1>	<h1>P 5.6</h1>
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I _____ (*property owner*) hereby certify that I am the owner of the property at _____ (*address or parcel number*). I certify that this application for a _____ (*type of permit*) is true and correct.

I have authorized _____ (*name of person being authorized*) to represent me as the applicant/agent.

Communications regarding additional permit information, or other permit issues, for this application should be made to either:

- Property Owner
- Applicant/Agent
- Both

Further, I agree to allow free access to the land this application is being submitted for to all public agencies with jurisdiction. If any of the information provided in this application is incorrect, the approval may be revoked.

Property Owner's Signature: _____ Date: _____

Applicant/Agent Signature: _____ Date: _____

Contiguous Common Ownership of Land

The purpose of this form is to verify whether or not an applicant has an ownership interest in neighboring properties. Please read the statements below and select the one that describes your status regarding ownership of neighboring properties.

- "As the owner of the property proposed for short subdivision, I hereby certify that I have no interest in contiguous property by reasons of ownership, contract of purchase, earnest money agreement or option."

OR

- "As the owner of the property proposed for short subdivision, I **do** have such an interest in contiguous property and that interest will be disclosed, and the contiguous property shown, in the short subdivision application and final plat."

Print Name

Signature

Date



**DEPARTMENT OF
BUILDING AND PLANNING**

ENVIRONMENTAL CHECKLIST
[Use Only With SHORT SUBDIVISION APPLICATIONS]

- A. BACKGROUND** Date checklist prepared: _____
1. Name of applicant: _____
 2. Address and telephone number of applicant and contact person:

 3. Proposed timing or schedule (including phasing, if applicable):

 4. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain:

 5. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

 6. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain:

 7. List any government approvals or permits that will be needed for your proposal, if known.

 8. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.

9. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township and range, if known. If a proposal would occur over a large area, provide the boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

Section(s) _____ - Township _____ - Range _____, Willamette Meridian

TO BE COMPLETED BY APPLICANT

B. ENVIRONMENTAL ELEMENTS

1. Earth

- a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other
- _____

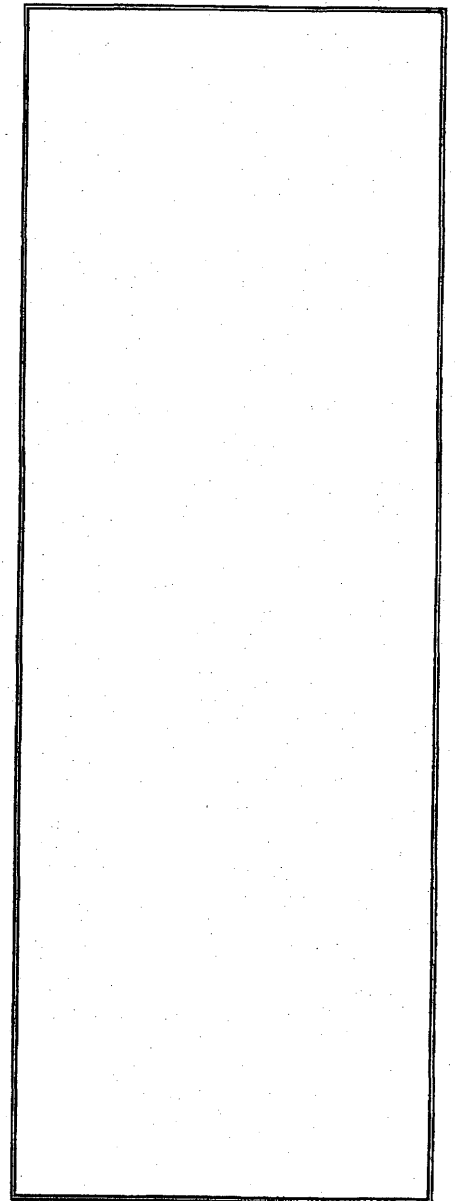
- b. What is the steepest slope on the site (approximate percent slope)?
- _____

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farm land.
- _____
- _____

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.
- _____

- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.
- _____
- _____
- _____

- f. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:
- _____
- _____



2. **Water**

a. **Surface:**

1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, salt water, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site which would be affected. Indicate the source of fill material.

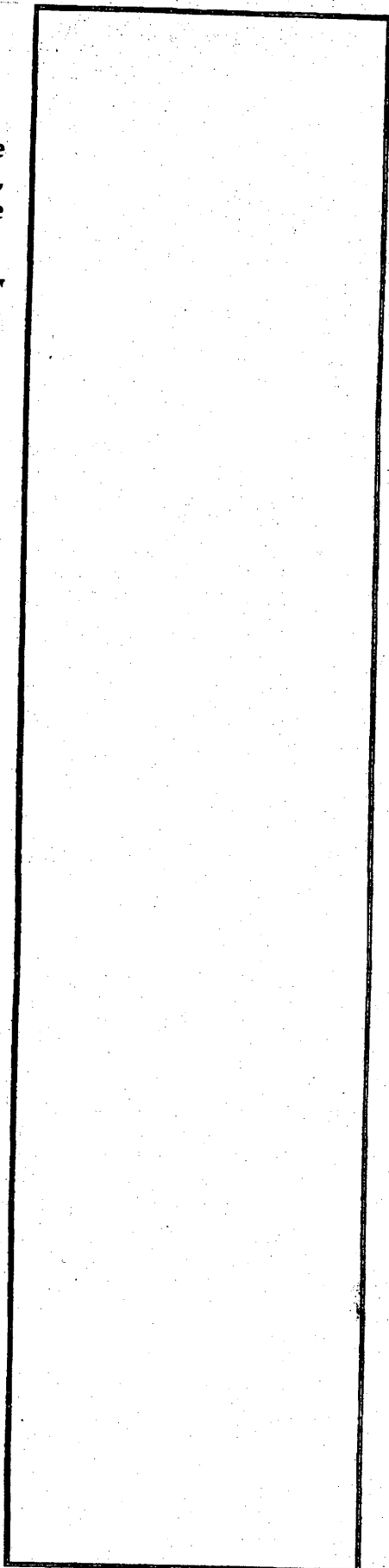
4. Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

b. **Ground:**

1. Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.

2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.



c. Water Runoff (including storm water):

1. Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

2. Could waste materials enter ground or surface waters? If so, generally describe.

3. Proposed measures to reduce or control surface, ground, and run-off water impacts, if any:

3. **Plants**

a. Check or circle types of vegetation found on the site:

- deciduous trees: alder, maple, cottonwood, other _____
- evergreen trees: fir, cedar, pine, hemlock, other _____
- shrubs
- grass
- pasture
- crop or grain
- wet soil plants: cattail, buttercup, skunk cabbage, other _____
- water plants: water lily, eelgrass, milfoil, other _____
- other types of vegetation _____

b. What kind and amount of vegetation will be removed or altered?

4. **Animals**

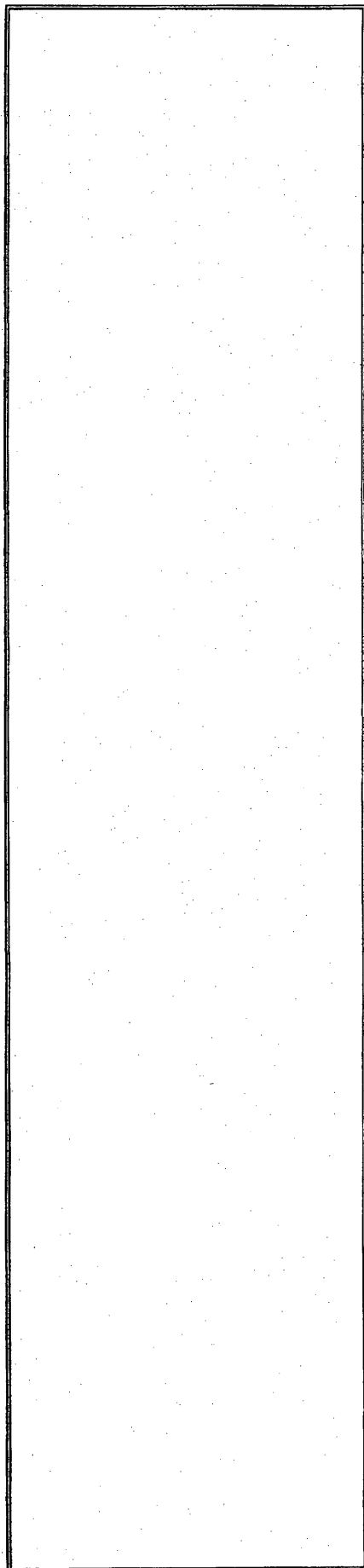
a. Circle any birds and animals which have been observed on or near the site, or are known to be on or near the site:

birds: hawk * heron * eagle * songbirds * other: _____

mammals: deer * bear * elk * beaver * other: _____

fish: bass * salmon * steelhead * trout * herring * shellfish * other: _____

b. Proposed measures to preserve or enhance wildlife, if any:



5. Land and Shoreline Use

a. What is the current use of the site and adjacent properties?

b. Has the site been used for agriculture? If so, describe:

c. Describe any structures on the site.

d. Will any structures be demolished? If so, what?

e. What is the current zoning classification of the site?

f. What is the current comprehensive plan designation of the site?

g. If applicable, what is the current shoreline master program designation of the site?

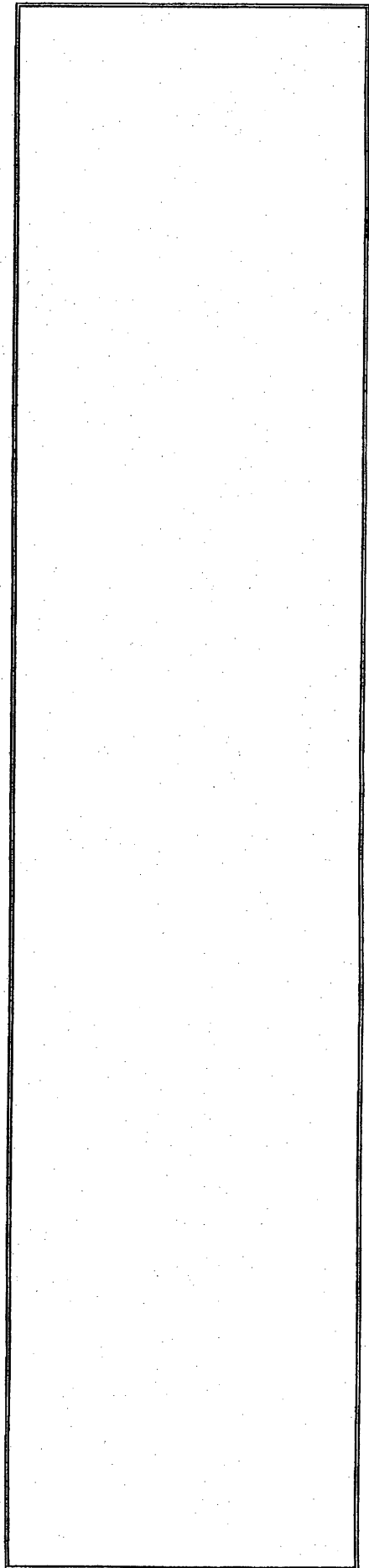
h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify.

6. Historical and Cultural Preservation

a. Are there any places or objects listed on, or proposed for, national, state or local preservation registers known to be on or next to the site? If so, generally describe.

b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.

c. Proposed measures to reduce or control impacts, if any:



7. Transportation

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on-site plans, if any.

- b. Will the proposal require any new roads or streets or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).

8. Utilities

- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____

Date submitted: _____