

# APPLICATION FOR PLAT OF SHORT SUBDIVISION

Colville, Washington

APPLICATION NO.: \_\_\_\_\_

ACTION BY  
PLAT ADMINISTRATOR: \_\_\_\_\_

**TO THE APPLICANT:** This is an application for a Plat of a Short Subdivision as authorized by Chapter 16.20 of Ordinance No. 1159 N.S., Title 16, Colville Municipal Code. The application incorporates rules and regulations defined through state and local laws. Please complete the application in its entirety.

The application shall be accompanied by a receipt from the City Treasurer in the amount of one hundred fifty dollars (\$150) for payment of the application fee. Final Plat of a Short Subdivision Auditor's recording fee shall be at cost at the applicant's expense.

Submit completed forms to the Plat Administrator, Office of Building & Planning, City Hall, 170 S. Oak St., Colville, WA 99114 (509) 684-5097.



170 S. Oak – 99114

Office of Building and Planning  
(509)684-5096 (509)684-5097  
Fax (509)684-5030 www.colville.wa.us

### APPLICATION FOR SHORT PLAT

**DEVELOPMENT COORDINATOR:**

The individual who:

- Has decision making authority on behalf of the owner/applicant in meetings with City staff
- Has full responsibility for identifying and satisfying all relevant and sometimes overlapping development standards
- Is the primary contact with the City to whom all notices and reports will be sent

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

RELATIONSHIP TO PROPERTY: Owner \_\_\_\_\_ Lessee \_\_\_\_\_ Contract Purchaser \_\_\_\_\_

Other (specify): \_\_\_\_\_

**OWNERSHIP:**

List below the name and address of each person, firm, corporation or other entity holding legal title to the property involved and, where applicable, each person, firm, corporation or other entity listed with the applicant as the contract purchaser.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**PROPERTY:**

CURRENT ADDRESS: \_\_\_\_\_

PARCEL #: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ ADDITION: \_\_\_\_\_

EXISTING USE: List or describe use activities currently associated with proposed plat area: \_\_\_\_\_

TOTAL ACRES IN PLAT AREA: \_\_\_\_\_ TOTAL NO. OF PROPOSED LOTS: \_\_\_\_\_

AVERAGE LOT SIZE: \_\_\_\_\_ ZONE DISTRICT: \_\_\_\_\_

**PROVIDE LOCATION AND SIZE OF THE FOLLOWING ON ATTACHED PRELIMINARY PLAT MAP:**

- |                   |                    |  |
|-------------------|--------------------|--|
| • Water Line      | • Sewer Line       | • Communication Line                         |
| • Storm Drain     | • Fire Hydrant     | • Existing Structures                        |
| • Electrical Line | • Roads and Access | • Areas subject to flooding or other hazards |

*The foregoing statements, answers, and information are complete and accurate to the best of my knowledge and belief.*  
Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Short Plat Application Checklist

Date of Action	<b>Proposal Timeline</b>
	Pre-Submittal Meeting <i>Meeting required within 6 months prior to submittal</i>
	Complete Application Submittal (See below for required application materials) <i>Application must be signed by all individuals holding an ownership interest in the parcel as listed on the Title Report</i>
	Technical Review Committee Meeting
	Planning Commission Meeting (If applicable)
	Approval/Denial of Proposal
	County Recording
Check items submitted	<b>Required Application Materials</b>
	Completed Application Form <i>INCLUDING SIGNATURES OF ALL INDIVIDUALS HOLDING AN OWNERSHIP IN THE PARCEL AS LISTED ON THE TITLE REPORT</i>
	Application Fee – \$150 <i>APPLICANT IS ALSO RESPONSIBLE FOR COUNTY RECORDING FEE</i>
	SEPA Environmental Review (If applicable)
	Six (6) copies of the proposed Short Plat (See checklist below for Plat Map requirements) <i>SHORT PLAT DOCUMENT MUST BE 18" x 24"</i>
	One Preliminary Plat Map reduced to 8 1/2" x 11" OR 11" x 17"
	Sewer and water availability documents if the proposed area is not serviced by the City of Colville
	Critical Areas Report (If applicable)
	Title Report issued within the previous thirty (30) days
	Legal Description
	Restrictions <i>Provide documents containing restrictions, if any, to be imposed upon the use of the land</i>
Check items included	<b>Plat Map Requirements</b>
	Name of the proposed plat, name of the applicant and property owners, and name of licensed surveyor <i>Certificate and original signatures from licensed surveyor and all property owners. Signatures must be written in permanent black ink and notarized</i>
	Date plan was prepared and space for Plat Administrator's Certificate
	Legal Description(s) <i>Including Section, Township, and Range</i>
	Scale and North arrow <i>Scale must be 1" = 100' feet</i>
	Boundary lines and lot area <i>Identified with a heavy line</i>
	Approximate location of existing monuments and markers
	Location, widths, and names of all existing and proposed streets, right-of-ways, and easements
	Site features <i>Including, but not limited to, structures, sidewalks, and landscaping</i>
	Critical Resource Areas <i>Including wetlands, geologically hazardous areas, wellhead protection areas, areas subject to flooding, and habitat conservation areas</i>
	Setbacks for remaining structures <i>Identified with a dashed line</i>
	Location and sizes of all utilities <i>Including water, sewer, storm water, electricity, communication lines, fire hydrant(s), and fire access lanes/turn around</i>

## Chapter 16.20

### SHORT PLAT

#### Sections:

- 16.20.010 Purpose.
- 16.20.020 Preliminary consideration.
- 16.20.030 Application.
- 16.20.035 Short plat document – Certificates and recording.
- 16.20.040 Minimum improvements and dedication of land.
- 16.20.050 Action by Plat Administrator.
- 16.20.060 Resubdivision limitation.
- 16.20.070 Agreements to transfer land.

#### 16.20.010 Purpose.

The purpose of this chapter is to provide procedures for the division of land into four (4) or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership within the City of Colville.

#### 16.20.020 Preliminary consideration.

Prior to the preparation of the short plat, the applicant may consult with the Plat Administrator and other City officials as necessary to determine subdivision, zoning, and other relative requirements.

#### 16.20.030 Application.

An application for a short plat shall consist of the following:

- A. An application form completed and signed by the subdivider or authorized agent, containing at a minimum the following information:
  - 1. Name, address and phone number of the applicant;
  - 2. Agreement of the legal owner(s) of the property to be short subdivided;
  - 3. Legal description of the parcel; zoning certification; and date of application.
- B. A minimum of six (6) copies of the short plat containing the following:
  - 1. A legible map, based upon a survey, drawn to a scale of 1"=100' feet, or a comparable scale appropriate to the illustration of required detail, showing boundaries of the property, legal descriptions of the proposed lots, lot area in square feet, rights-of-way, street location and dimensions, easements, north point, scale and date, name of property owner, and the name and phone number of the person preparing the map(s);
  - 2. Location of any existing structures or other improvements;
  - 3. Location and sizes of existing utilities, including sewer and water, fire hydrants, storm drains, electricity and communication lines;
  - 4. Location of critical resource areas, such as wetlands, geologically hazardous areas, wellhead protection areas, areas subject to flooding, and habitat conservation areas;
  - 5. Location of any roads, utilities, easements, rights-of-way, or offers of dedication proposed for the short plat.
- C. A preliminary title report showing the names of anyone with an interest in the land being subdivided.
- D. When applicable, an environmental checklist or assessment in accordance with prevailing standards and procedures established under the State Environmental Policy Act (SEPA) and associated guidelines.
- E. An application fee in an amount established by the City Council.

16.20.035 Short plat document – certificates and recording.

A. Every short plat shall be legibly represented on one (1) or more sheets of mylar with permanent black ink or equivalent approved material. Each sheet shall measure 24 inches by 36 inches, and shall have a marginal line drawn completely around each sheet which leaves an entirely blank left margin of two (2) inches and a margin of one-half (1/2) inch on the remaining edges. *(Per 2/6/01 Policy Statement – intent was 18" x 24" sheet size.)*

B. Each sheet of the short plat shall contain the short plat title, description of land as to quarter section in which the subdivision is located, the plat scale, and the north point. All signatures ascribed to the final plat shall be original signatures, written in permanent black ink.

C. Each short plat shall include a certificate bearing the printed names of all persons having an interest in the subdivided land, signed by the said persons and acknowledged by them before a notary public, consenting to the subdivision of the land and reciting a dedication by them of all lands shown on the plat to be dedicated for public uses.

D. Should any of the land used for roads, streets, drainage system, utilities, etc., which is normally dedicated to public use be retained in private ownership, it shall be clearly shown on the short plat and listed in the written data to the effect that the City accepts no responsibility for construction and maintenance of such facilities, and the name of the individual or corporation who shall have such responsibility shall be given.

E. Each short plat shall also include approval certificates of:

1. The registered land surveyor who made, or under whose supervision was made, the survey of the subdivision. The certificate shall be accompanied by the signature of the surveyor under whose supervision the plat was made;

2. The Plat Administrator's certificate approving the short plat for the City of Colville;

3. The Auditor's certificate providing for the record of filing with the Stevens County Auditor;

F. The Plat Administrator shall forward the original tracing of an approved short plat to the office of the County Auditor for recording.

G. All approved short plats presented to the County Auditor shall be accompanied by such filing fees as are required by that office, and such fees shall be paid by the subdivider.

16.20.040 Minimum improvements and dedication of land.

Short subdivisions shall be subject to the requirements for dedication of land for public purposes and to the minimum requirements of Chapter 16.16.

16.20.050 Action by Plat Administrator.

A. Upon receipt of a complete application, the Plat Administrator shall distribute copies of the information to each City department, to include as a minimum the City Street Department, Fire Department, Water/Sewer Department, Public Works Director, and Police Department.

B. Review of a short plat shall be completed within 30 days of the receipt of a complete application.

C. A Preliminary Short Plat shall be subject to a Type I review consistent with Chapter 17.108 of the Colville Zoning Ordinance, except if a short subdivision contains a public dedication or if minimum improvements are required, the Plat Administrator may require a public hearing to be held before the Planning Commission, who shall approve, conditionally approve, or deny the application.

D. The Plat Administrator, without a public hearing but with the assistance of other reviewing agencies, may approve a preliminary short plat, with or without conditions, if all of the following findings of fact can be made in an affirmative manner:

1. The proposed short plat conforms to the Colville Comprehensive Plan, the Colville Zoning Ordinance, and the Colville Land Division Ordinance as well as any other applicable

plans developed pursuant to law. In addition, if the property, in part or total, abuts a state highway, the proposed short plat is in compliance with any rules of Washington State Department of Transportation.

2. The physical characteristics of the site, including but not limited to topography, soil conditions, or unique natural features such as susceptibility to flooding, wildlife habitat, or wetlands, have been considered in the project design.

3. The proposed lots are served with adequate means of drainage, water supply, sewage disposal, fire and police protection, schools and educational services, streets, pedestrian and bicycle facilities, and other necessary services.

4. Appropriate provisions have been made for dedications, easements, and reservations.

5. The public use and interest will be served by permitting the proposed division of property.

6. If applicable, the terms and conditions of the approved subdivision, within which the short plat is located, have been met.

#### 16.20.060 Resubdivision limitation.

Land within a short subdivision may not be further divided in any manner within a period of five (5) years from the date of recording of a short plat with the Stevens County Auditor without the filing of a final plat in accordance with the provisions established in this title for subdivisions, except that when the short plat contains fewer than four (4) lots/parcels, nothing in this section shall prevent the owner who filed the original short plat from filing an alteration within the five (5)-year period to create up to a total of four (4) lots within the original short plat boundaries.

#### 16.20.070 Agreements to transfer land conditioned on final plat approval.

If performance of an offer or agreement to sell, lease or otherwise transfer a lot, tract or parcel of land prior to the recording of the approved short plat is expressly conditioned on the recording of the approved short plan containing the lot, tract or parcel under this title, the offer or agreement does not violate any provisions of this ordinance. All payments on account of an offer or agreement conditioned as provided in this section shall be deposited in an escrow or other regulated trust account, and no disbursements to sellers shall be permitted until the short plat is recorded.