

OKANOGAN COUNTY
OFFICE OF PLANNING AND DEVELOPMENT

PLANNING · GIS · NATURAL RESOURCES

123 - 5th Ave. N. Suite 130 - Okanogan, WA 98840

(509) 422-7160 • FAX: (509) 422-7349 • TTY/Voice Use 800-833-6388

email: planning@co.okanogan.wa.us

HOW TO APPLY FOR A SHORT SUBDIVISION OR ALTERATION

Ok. Co. Subdivision Code 16.16

WHAT TO SUBMIT:

- Application - complete form and sign - (include proposed short subdivision name)
- Fees - Planning, Health, and Public Works (pay with one check made out to Okanogan County Planning & Dev.)
- Eighteen copies of preliminary plat map (see standards), one 11x17 map, & 1 copy of application. (**Electronic copies submitted with 8 hard copies**)
- A copy of the Deed for the parcel being subdivided
- A copy of any Covenants, Conditions, and Restrictions that apply to the property
- Vicinity map (can be included on plat map)
- Environmental Review Questionnaire
- List of Adjacent Landowners within 300 ft. of the property boundaries

We are encouraging submission of electronic copies that can be submitted with one hard copy of application and 8 hard copies of preliminary plat map.

PROCESS:

- If the application is complete, the application is vested. If the application is not complete, it is returned to the applicant for additional information.
- The project information is sent to County, State, and Federal (when applicable) agencies and Utility Districts with interest in the project for 30-day review and comment period.
- Notice of Application sent to adjacent landowners within 300' of the property.
- Comment period expires.
- Notice of approval, preliminary approval with conditions, or disapproval is sent to the applicant and surveyor.
- If given preliminary approval, notice is sent to the applicant and surveyor outlining specific conditions to be met prior to final approval.
- Submit A Plat Certificate
- Final short plat mylar is submitted by the applicant or surveyor addressing all of the conditions listed in the preliminary approval notice. (the final mylar must contain a surveyors seal and signature licensed in the State of Washington)
- Prior to final approval, staff reviews for compliance with all applicable County and State regulations and requirements.
- Staff prepares a written staff report and findings approving or disapproving the short plat.
- The final mylar is signed by all parties and recorded at the Okanogan County Auditor's Office;

THINGS TO CONSIDER:

- Applicants must provide water to each lot. Proof of water adequacy must be approved through the Okanogan County Health District. The applicant is responsible for providing the Office of Planning & Development with this information, usually through written approval by the Health District.
- Applicants must show, by written approval from the Okanogan County Health District, that each lot being created will support a sewage disposal system.
- Legal access must be provided to each lot. Approval of legal access and interior roads must be obtained through the Okanogan County Public Works Department.
- SEPA (State Environmental Policy Act) review may be required.
- Electrical power is not required for each lot. However, electrical power must be available to the short plat.
- If Covenants will be recorded with the short plat, and or referenced on the plat, the Office of Planning & Development must review those prior to recording.
- Is the property enrolled in the Open Space or Current Use tax classification? If so, the landowner may be required to remove the property from that program prior to final approval.
- The new parcel configurations contain sufficient area and dimension to meet minimum requirements for width, area and zoning for a building site and septic system

PRELIMINARY PLAT MAP STANDARDS:

Section 16.20.010 of Subdivision Ordinance

- 1. The entire lot, tract, parcel, site or division constituting the parent parcel and its legal descriptions.
- 2. The parcel number or numbers as assigned to parent parcel by the County Assessor, together with their legal descriptions and the names or recording numbers of any contiguous subdivisions or short subdivisions.
- 3. Lines marking the division of the property into the proposed four or less lots, tracts, parcels, sites or divisions.
- 4. Location of existing roads or streets, or existing deeds or easements with their auditor's file numbers. In addition, provide designation of "public" and/or "private" regarding the road and/or the beneficiary of the easement if known.
- 5. Location of any roads, rights-of-way or easements proposed to serve the short plat with a clear designation of their purpose and nature, including whether they will be private or dedicated public roads, right-of-ways or easements.
- 6. Elevation shown with contour lines
- 7. Location of streams, wetlands, natural resource lands and other fish and wildlife habitat areas if readily apparent or ascertainable.

Also required for review:

- 8. Name of short subdivision.
- 9. Location of existing buildings, wells, septic systems, bodies of water, utilities, location of floodplain.

FINAL PLAT MAP STANDARDS:

Section 16.20.010 of Subdivision Ordinance

- 1. The entire lot, tract, parcel, site or division constituting the parent parcel and its legal descriptions.
- 2. The parcel number or numbers as assigned to parent parcel by the County Assessor, together with their legal descriptions and the names or recording numbers of any contiguous subdivisions or short subdivisions.
- 3. Lines marking the division of the property into the proposed four or less lots, tracts, parcels, sites or divisions.
- 4. Location of existing roads or streets, or existing deeds or easements with their auditor's file numbers. In addition, provide designation of "public" and/or "private" regarding the road and/or the beneficiary of the easement if known.
- 5. Location of any roads, rights-of-way or easements proposed to serve the short plat with a clear designation of their purpose and nature, including whether they will be private or dedicated public roads, right-of-ways or easements.
- 6. Elevation shown with contour lines.
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Also required for review:

- 8. Name of short subdivision.
- 9. Location of existing buildings, wells, septic systems, bodies of water, utilities, location of floodplain.

AGENCY PHONE NUMBERS

Okanogan County Office of Planning & Development(509)422-7160
Okanogan County Health District(509)422-7140
Okanogan County Public Works Department.....(509)422-7300
Okanogan County Assessor’s..... (509)422-7190
Okanogan County Auditor’s Office.....(509)422-7240
Okanogan County Web Page.....(www.okanogancounty.org)



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: _____

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) _____ _____

Total Fees \$ _____	Receipt # _____	Initials _____
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APPLICANT INFORMATION:

Name: _____

E-911 Address: _____

City/State/Zip: _____

Phone: _____

SURVEYOR OR AGENT INFORMATION:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

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

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

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 _____
Authorized Colville Tribal Representative

Date _____

Signature _____
Authorized County/City Representative

Date _____

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 and hereby state that the foregoing information, and all information attached hereto, is true to the best of my knowledge.

Signature _____ Date _____

General Location Map
[A site plan is also required]

Statement of Adjacent Landowners Submitted

As the project applicant or agent I understand that before the Okanogan County Planning Department can vest or continue to process my application as complete I must submit a complete list of all adjacent landowners within 300 feet of the exterior boundaries of the parcel of property on which the proposed project is to take place. This list shall include the name, mailing address and parcel number of the owner/taxpayer. These project applications shall include Short Subdivisions, Short Subdivision Alterations or Vacations, Open Space Timber, Open Space/Open Space, Re-Zones (PD's & PDR's), Zoning Code Amendments, Binding Site Plans and Substantial Shoreline Development Permits.(see example A on reverse side)

Application for a Conditional Use Permit, Variance, Long Subdivision or a Long Subdivision Alteration has the same requirements as above however the complete list of adjacent landowners shall include landowners within 300 feet of any and all land owned by the project proponent that is adjacent to the project parcel. The complete list of adjacent owners of private and/or public lands will be listed as such owner/taxpayer appear on the records of the Okanogan County Assessor. For adjacent properties outside of Okanogan County, the appropriate County Assessor data shall be used. (see example B on reverse side)

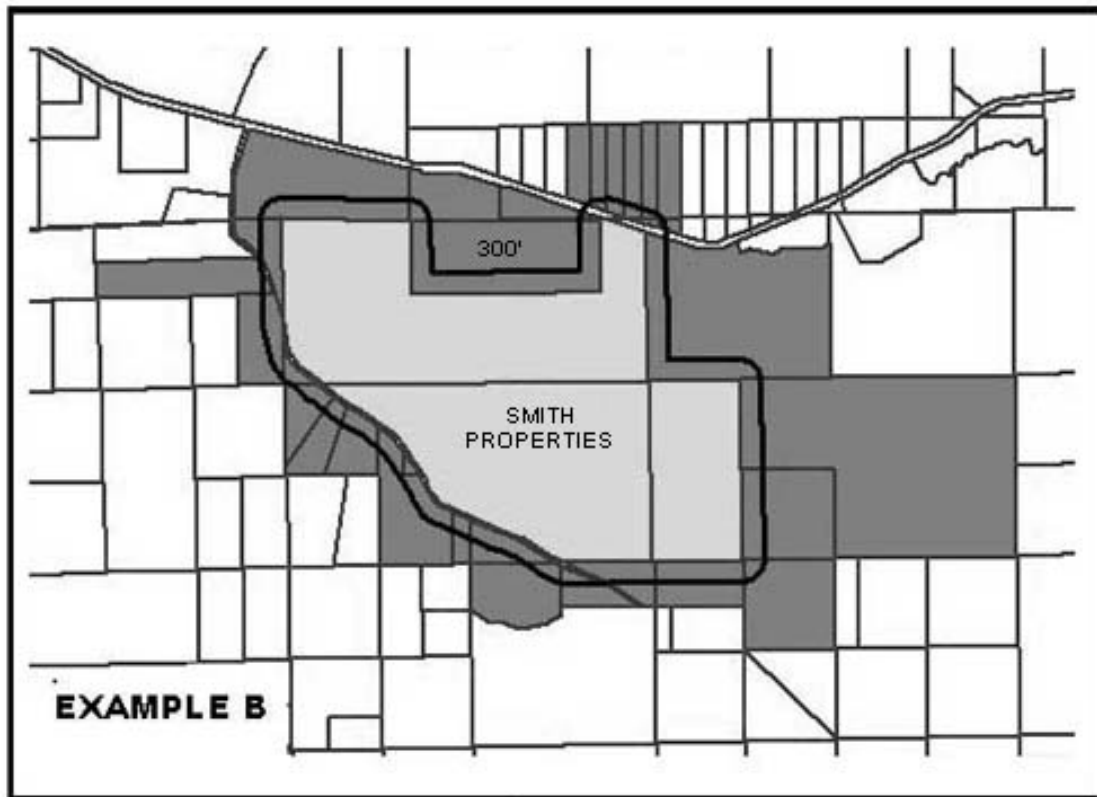
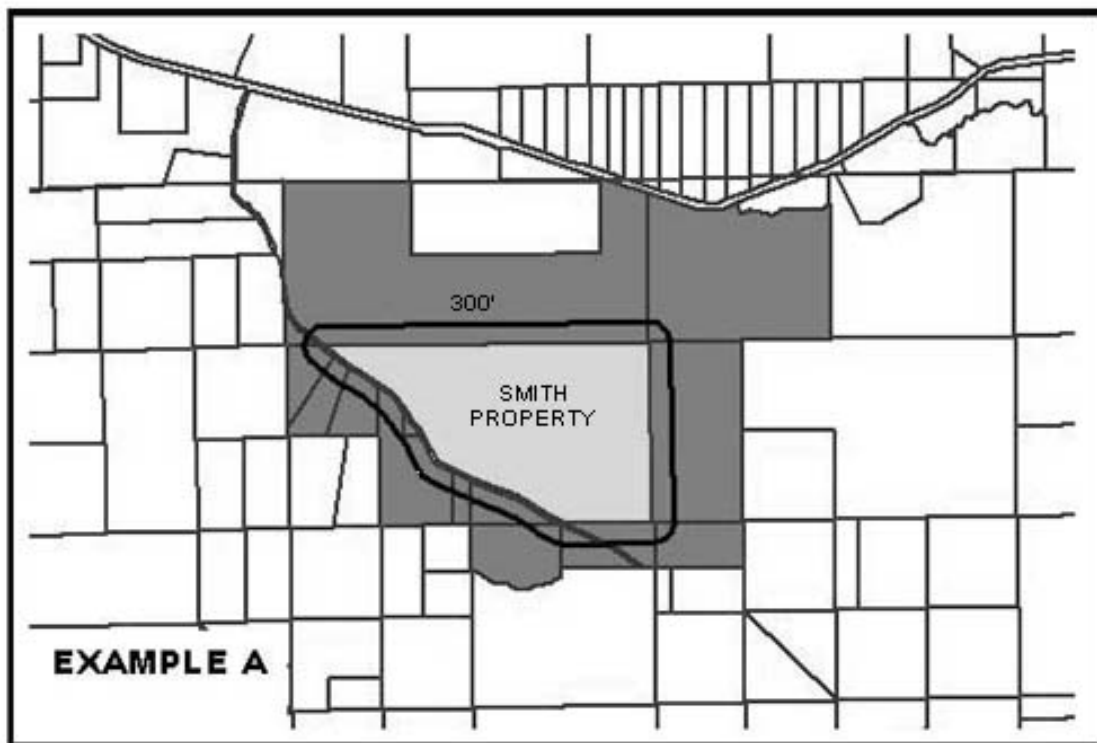
As project applicant or agent I understand that any errors or omissions in the information provided by me may be cause for delays to my project. These delays may include the re-scheduling of my hearing by any Board or Body hearing such application. There may also be additional fees charged to me to cover the cost of re-advertising for notice of a public hearing to all adjacent land owners and publishing of such public hearing in local newspaper(s). Manufacturing and mailing of new posting signs and additional costs to reconvene the appropriate Board hearing the application may also be charged.

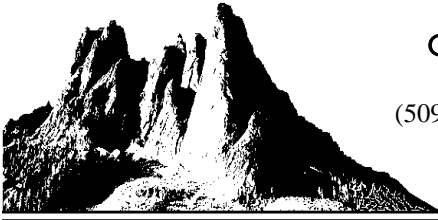
By signing below, I acknowledge that I have read and understand the above, and acknowledge the effects of incorrect or incomplete information.

Signature: _____

Landowner taxpayer agent surveyor (circle one)

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

<i>Lead</i>	<i>Responsible Official:</i>	Perry Huston
<i>Agency:</i>	<i>Position/Title:</i>	Director/SEPA Responsible Official
	<i>Phone:</i>	(509) 422-7160
	<i>Address:</i>	123 5 th Avenue North, Suite 130, Okanogan, Washington 98840

Signature:

Perry Huston, Director

Date