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.

APPLICATION PROCEDURE

“Helping Okanogan County Shape its Future”

SHORT SUBDIVISION

Okanogan County Code Title 16, 16.08.150:

“the division or redivision of land into four or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease or transfer of ownership, including any remaining portions of the parent parcels for any lot created through the use of OCC 16.04.070(B).”

FOR MORE INFORMATION CONTACT:

Okanogan County
Office of Planning & Development
123 5th Ave. N. Suite 130
Okanogan, Wa. 98840
509/422-7160
planning@co.okanogan.wa.us
www.okanogancounty.org

WHAT TO SUBMIT

1. A completed Land Use Application
2. Fees (Determined by the number of
3. Twelve (12) copies of preliminary map. See preliminary map standards below.
4. Vicinity Map
5. A copy of the Deed for the parcel being subdivided.
6. A copy of any Covenants, Conditions, & Restrictions that apply to the property.
7. A current Title Report or Plat Certificate (submitted prior to final approval).
8. SEPA Checklist (if applicable).

**PRELIMINARY PLAT STANDARDS**

A preliminary plat map for a short subdivision must include the following information:

- The entire lot, tract, or parcel constituting the parent parcel to be subdivided.
- A complete legal description of the parcel to be subdivided;
- The parcel number of the parcel to be subdivided, as assigned by the Okanogan County Assessor’s Office.
- Lot lines that identify the proposed individual lots.
- The location of any roads adjacent to the property, and all current and proposed roads that will serve as access to each lot.
- Designation of interior roads as “public” or “Private” roads, and road names for each identified on the plat map.
- The location of any current easements & rights-of-way and, all proposed easements and rights-of-way to serve the short plat.
- The location of any streams, rivers, wetlands, ponds, and floodplain.
- The proposed name of the short plat.
- The locations of any existing buildings, wells, septic systems, utilities, etc.

**PROCESS**

Planning staff reviews the application for completeness.

- 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.
- 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 surveyor's 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.

**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 Office (509/422-7190)
Okanogan County Auditor’s Office (509/422-7240)
Okanogan County Web Page (www.okanogancounty.org)