

# Short Plat Application

In order to expedite the process, please read carefully and submit the required information and documents. Please submit all required materials to the Pend Oreille Community Development Department, Treasurer's, Assessor's, and the Auditor's office.

## General Information

- ◆ This form is used for the division of land that creates 4 or less parcels.
- ◆ A title report must accompany this application.
- ◆ Please Contact the Tri-County Health Dept. 509-447-3131 for their fees and requirements for sewer systems. The Health Officer shall report to the Community Development Director on his approval of the sewage disposal arrangements prior to submission of the plat for final approval.
- ◆ Within a short plat, no dwelling may be constructed or located on a lot or tract prior to the approval of a domestic water source acceptable to the County Health Officer.
- ◆ This proposal, structures, and roads must be in compliance with County building, zoning, and development codes.
- ◆ All taxes must be paid on the subject properties prior to final approval.
- ◆ Short Plat Applications are approved by the Community Development Director.
- ◆ The final plat must conform substantially to the preliminary plat and must also conform to the conditions imposed by the County.
- ◆ "Substantial changes" shall be treated as a new application for the purposes of vesting. These include...
  1. Creation of additional lots.
  2. Changes in access points.
  3. Changes that may lead to built or natural environmental impacts that were not

## Procedure

- ◆ Short Plat Applications start with the Community Development Department but will also involve the Pend Oreille County Assessor and Treasurer. The following is the procedure for a Short Plat subdivision:
- ◆ Fill out and submit application and include a...
  - Site map
  - Title report for all properties involved
- ◆ Approval typically takes 6-8 weeks and includes the following:
  - Approximately 1 week of review from Community Development Director.
  - Review by other County departments of a preliminary plat.
  - 15 day public comment period after a Notice of Application has been posted in the paper and mailed to neighboring landowners.
- ◆ A Notice of Decision will be mailed out to the applicant and neighboring land owners and will be published in the paper. If the decision is not favorable to any involved parties there is a 14 day period in which to appeal the decision.
- ◆ Survey the new boundary lines and bring in a boundary survey map for recording with the Auditor.
- ◆ Along with the Notice of Decision you will also be mailed a Recordable Document which will need to be signed by Community Development, the Treasurer's office, and the Assessor's office.
- ◆ A Real Estate Excise Tax Affidavit will need to be filed with the Treasurer's office.



Located at: 625 West 4th Street

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Phone: 509-447-4821

Fax: 509-447-5890

Visit us at

[Pendoreilleco.org](http://Pendoreilleco.org)

## Owner Contact Information

Property owner(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Agent/Applicant: \_\_\_\_\_

**If an agent is acting on behalf of a property owner please fill out and attach the Landowner Consent Form**

## Surveyor Information

Surveyor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Property Information

Parcel number of the property: \_\_\_\_\_

What is the property currently zoned? \_\_\_\_\_

Property use:

Residential     Commercial     Agricultural     Timber     Other

*Please describe if 'Other' is checked:* \_\_\_\_\_

Is the property currently taxed as open space?

YES     NO

Physical Address of property: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Road Access

What road is adjacent to this property? \_\_\_\_\_

Does an approach already exist?

YES     NO

**Water Supply**

Community system       Drilled well

Please check if you have a water right secured

**Sewage Disposal**

Connection to existing community system       On-site system for each lot

**Critical Areas**

Are there any critical areas on the property (shorelines, lakes, streams, wetlands, flood plains, or slopes over 40% grade)? If so please describe:

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**Please Provide a Written Description of Your Proposal**

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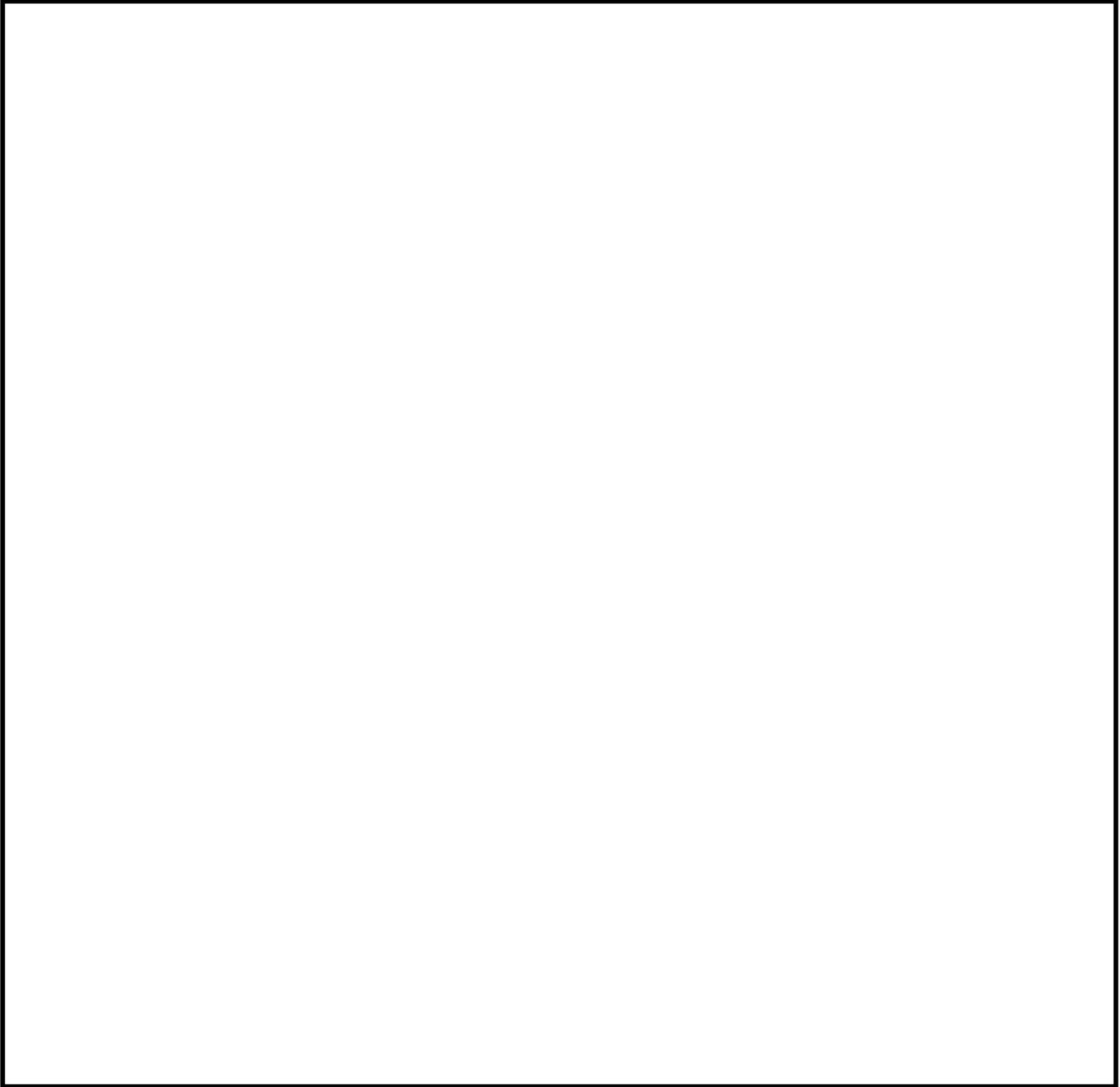
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**The information written on this application has been filled out to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please include a site plan drawn to scale. You may use the space below or attach a separate piece of paper. The site plan should include...

- Septic systems & drain fields
- Property lines & dimensions of parcel
- Proposed boundary lines
- Distances between structures and parcel lines
- Location of existing & proposed structures
- North arrow & scale
- Locations of existing & proposed roads/driveways
- Distances between structures & waterbodies
- Location of any surface water



**Please sign to confirm the site map above or any drawn site map attached with this application.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_