

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 be 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: 418 S Scott Ave

Newport, WA 99156

Mail to: PO Box 5066

Newport, WA 99156

Phone: 509-447-4821

Visit us at

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:

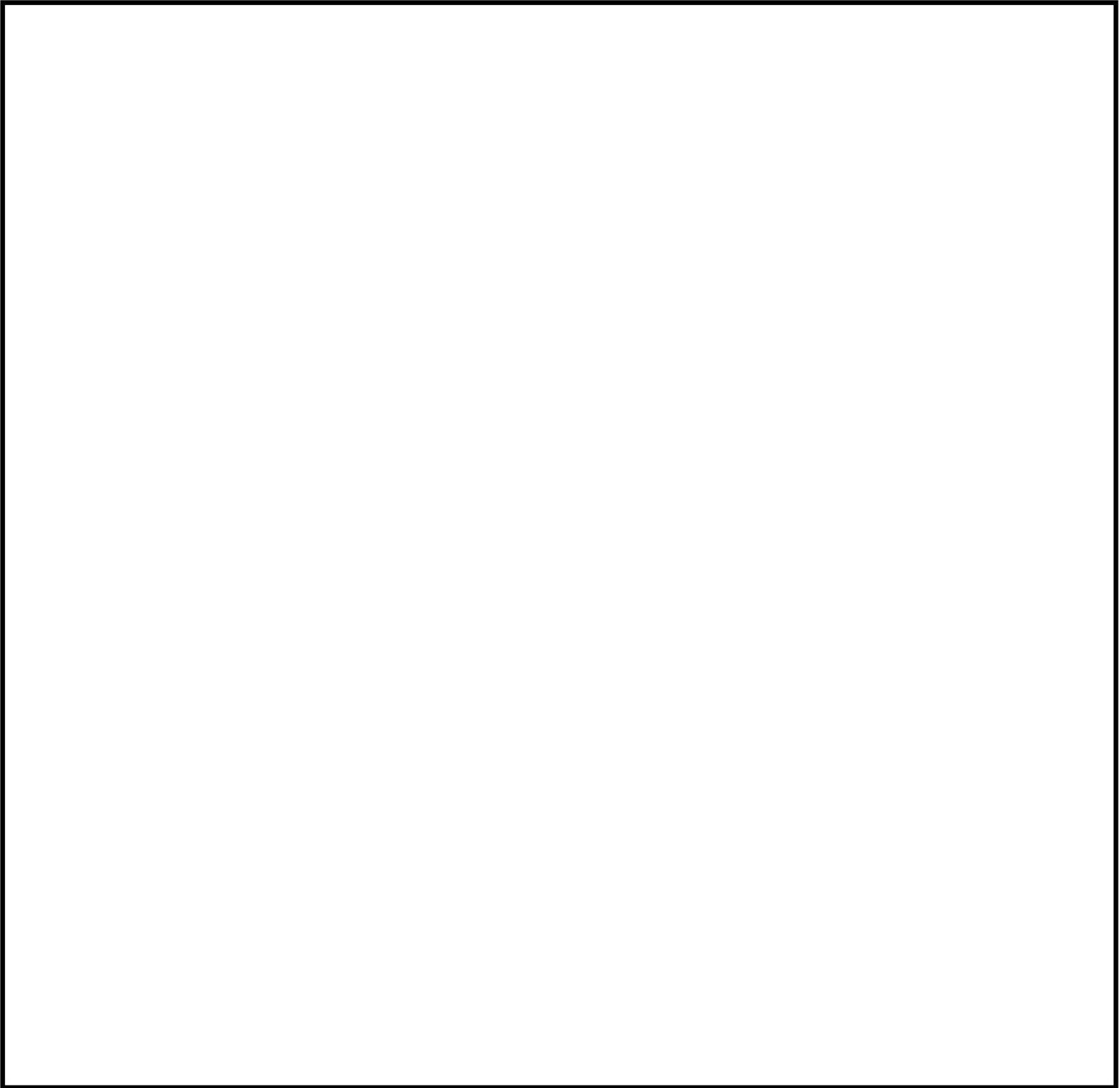
Please Provide a Written Description of Your Proposal

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: _____