

PEND OREILLE COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
418 S. Scott Avenue
P.O. Box 5066
Newport, WA 99156
(509) 447-4821
pendoreilleco.org



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 County Community Development Department.

General Information

- This form is used in order to divide land to create 4 or less parcels.
- A title report must accompany this application.
- Please contact the Tri-County Health District at (509) 447-3131 for their fees and requirements for sewer systems. The Health Officer shall report to the Community Development Director on their 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.
- The proposal, structures, and roads must be in compliance with County building, zoning, development codes, and applicable road standards.
- All taxes must be paid on the subject properties prior to final approval.
- Short Plat Applications are approved by the Community Development Director or his designee.
- 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. The creation of additional lots.
 2. Changes in access points.
 3. Changes that may lead to manmade or natural environmental impacts that were not addressed in the original proposal.

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 the application and include a(n):
 - ❖ Site map
 - ❖ Title report for all properties involved
 - ❖ **Application fee: \$950 + \$75 per lot**
 - Approval typically takes 6-8 weeks and includes the following:
 - ❖ Approximately 1 week of review from the 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 on the site and mailed to neighboring landowners
 - A Notice of Decision will be mailed out to the applicant and neighboring land owners. 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 plat map for recording with the County Auditor.
 - A Real Estate Excise Tax Affidavit will need to be filed with the Treasurer's office.

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Owner Contact Information

Property Owner(s): _____ Phone: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

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: _____

Property use: Residential Commercial Agricultural Timber Other

Please describe if 'Other' is checked: _____

What is the property currently zoned? _____

Physical address of property: _____

City: _____ State: _____ Zip: _____

Is the property currently taxed as open space? YES NO

Road Access

What road is adjacent to this property? _____

Does an approach already exist? YES NO

Existing Water Supply

Community system Drilled well

Please check if you have a water right secured

Existing Sewage Disposal

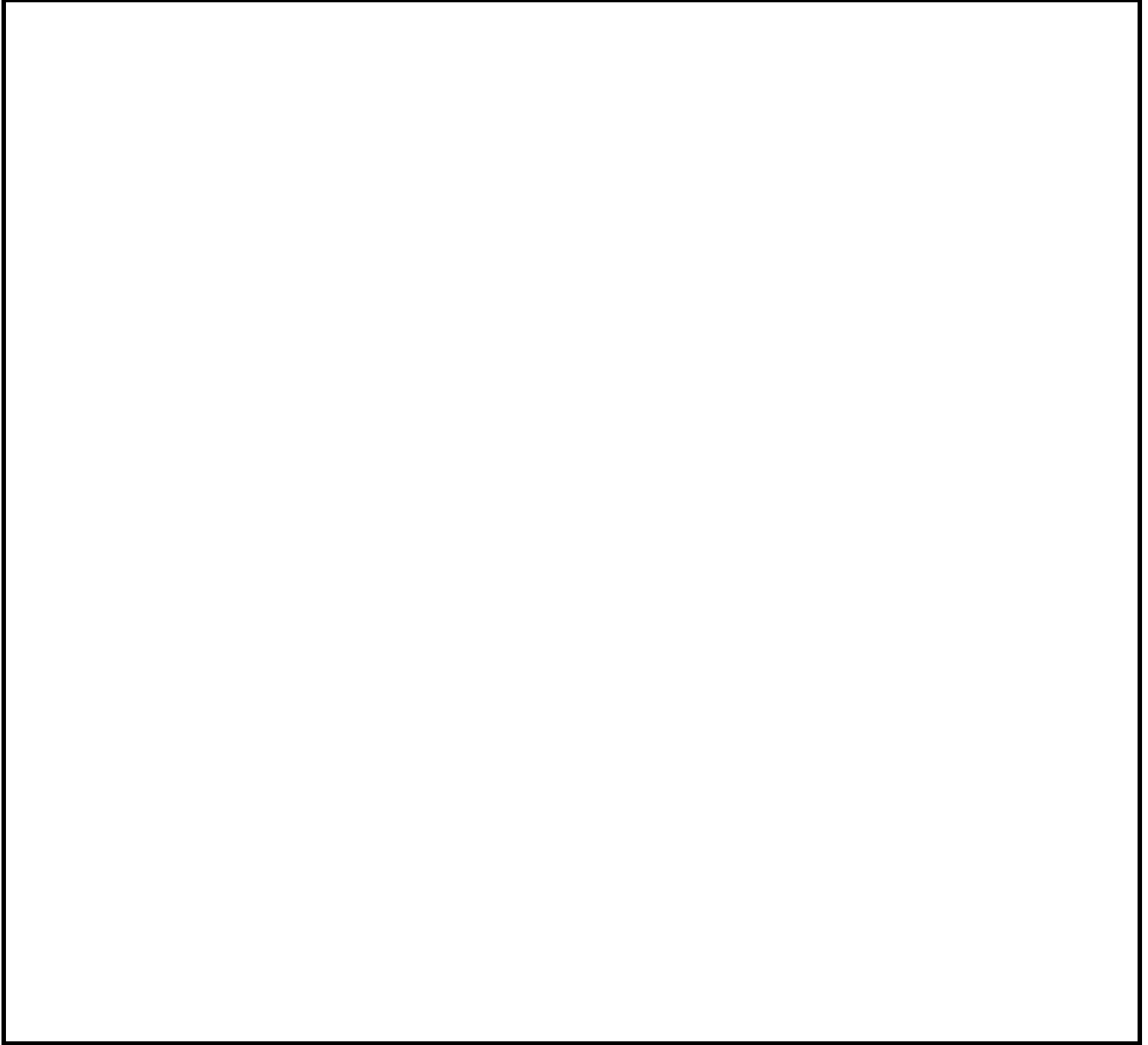
Connection to existing community system On-site system for each lot

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

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



Please sign to confirm the site map above or any drawn site map attached with this application is accurate to the best of your knowledge.

Applicant Signature: _____ Date: _____