



Short Subdivision

Description

Short subdivisions (also known as short plats) are defined as a subdivision of land into 2, 3, or 4 lots, any one of which is less than 5 acres in area. Short plats are an administrative subdivision; they are reviewed and approved by Planning Division staff after being referred to agencies affected by the proposal for their comments. Short subdivisions require potable water, sewage disposal, survey, legal access, and compliance with County environmental regulations.

Review Process

The review of Short Subdivisions is administrative; there is no public notice or comment period unless required by SEPA. Staff reviews the application for conformance with the applicable state and county codes, and subsequently distributes the application for review by other agencies with jurisdiction. Some of the things that staff will review for include, but are not limited to, the following:

- Critical Areas
- Minimum lot size/dimensions
- Sufficient access
- Health code standards for lots with septic systems
- Availability of potable water

Upon initial review completion, a preliminary approval letter is returned to the applicant detailing all the items that will need to be completed prior to Final Plat submission. It is the responsibility of the applicant to complete the items identified as conditions of approval. Once all conditions of approval have been met, the applicant will compile the necessary information, including the Final Plat (completed by the surveyor), and submit for final plat review. Staff will coordinate the final plat review with other agencies. Upon completion, the Final Plat will be signed by the appropriate agencies and returned to the applicant for final recording with the County Auditor.

Review Time

Typically the initial review is completed with 30 days. Final Plat review typically takes approximately 30 days, although this time frame is subject to change depending on staff workload, size and complexity of the proposal, and completeness of application materials.

Fees

The following fees are required to be paid when the application is submitted:

Preliminary Plat Consult:	\$150
Administrative Subdivision, Preliminary approval::	\$1,800
SEPA DNS (If required):	\$450

The following fees are required at time of Final Plat submission:	
Final Plat Review	\$1,350



SHORT SUBDIVISION

Submittal Checklist

The following are required at time of submittal; please use this checklist as a guide. Please note that we cannot accept incomplete applications.

___ 1. Master Application

- Form completed and signed in ink by the owner or applicant

___ 2. Short Subdivision Supplement

- Form completed and signed in ink by all owners or applicants involved in subdivision.

___ 3. Contiguous Ownership Form

___ 4. SEPA Checklist (if required)

- SEPA Checklist Required if:
 - Property to be divided contains or is adjacent to any surface water
 - Property to be divided is a subdivision of a previously subdivided property

___ 5. Proposed Development Restrictions (if any)

___ 6. Letter of Authorization (If the applicant is different than owner)

- Form completed and signed in ink by the owner

___ 7. Vicinity Map

- Maps and all drawings must be in ink and legible.

___ 8. Site plan/ Preliminary Map

- Identification of critical areas on or within 200 ft. of the site.
- Must be drawn to scale, dated, and with north arrow
- Identification of existing lot and proposed lot lines
- Lot numbers
- Locations and dimensions of existing and proposed roads as well as any easements (public or private)
- All permanent topographic features- e.g., streets, watercourses, floodplains etc.
- Identification of all structures and proposed driveway locations
- Site plan paper sizes accepted: 8.5x11, 8.5x14, 11x17, and 18x24 only if accompanied by smaller copy.



MASTER APPLICATION

Project Address _____ City _____ ZIP _____

Parcel # _____ Acres _____ Description of Project _____

Area of Existing Structure(s) _____ Sq. Ft. Area of New Structure(s) _____ Sq. Ft.

Estimated Market Value of Project (Building Materials, Plus Labor) \$ _____

Property Owner _____

Full Mailing Address _____

Daytime Phone Number _____ Email _____

Applicant (If NOT the property owner) _____

Full Mailing Address _____

Daytime Telephone _____ Email _____

Contractor Name _____ License # _____

I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect, the permit or approval may be revoked.

Print Name _____ Signature _____ Date _____

***Planning Division Authorization (COMPLETE THIS SECTION IF YOU ARE NOT THE PROPERTY OWNER)**

I _____ (*property owner*) hereby certify that I am the owner of the property located at _____ (address or parcel number).

I certify that this application for a Planning Permit or Application is true and correct.

I have authorized _____ to represent me as the applicant / agent. Further, I agree to allow free access to the land this application is being submitted for to all public agencies with jurisdiction. If any of the information provided in this application is incorrect, the approval may be revoked.

Applicant/ Agent Signature _____ Date _____

Property Owner Signature _____ Date _____

Cowlitz County Building & Planning Department - 207 Fourth Avenue North, Room 100, Kelso, WA 98626 - Phone: (360) 577-3052, FAX: (360) 414-5550
Open Monday-Thursday 7:00 am-6:00 pm - We accept cash, checks, credit/debit cards, except Amex - No payments received after 5:30 pm

Initial	Date	Type	Permit #



SHORT SUBDIVISION SUPPLEMENT

APPLICANT: _____ DATE: _____
 SITE ADDRESS: _____ PARCEL NUMBER: _____

PROJECT ENVIRONMENT	
	To Be Completed by Applicant
LAND	What is general topography of site? Flat Rolling Hilly Steep What is steepest slope onsite? _____ % Is there indication or history of unstable slopes on or near site? Yes / No Describe: _____ _____ Has the site been used for agriculture? Yes / No Describe: _____ _____
WATER	Is there surface water on or within 200' of site? Yes / No Describe: _____ _____ Are there areas of standing water or generally wet areas on or within 200' of the site? Yes / No Describe: _____ _____ Are there areas prone to flooding on or within 200' of the site? Yes / No Describe: _____ _____
PLANTS AND ANIMALS	Describe the vegetation onsite: _____ _____ Describe vegetation to be removed as part of this proposal: _____ _____ Describe wildlife observed onsite: _____ _____

LAND USE	
	To Be Completed by Applicant
EXISTING LAND USE:	Describe: _____ _____
EXISTING STRUCTURES ONSITE:	Yes / No Describe: _____ _____
WILL ANY STRUCTURES BE DEMOLISHED AS PART OF THIS PROPOSAL?	Yes / No Describe: _____ _____
PROPOSED LAND USE:	Yes / No Describe: _____ _____
COMPREHENSIVE PLAN CLASSIFICATION:	
IS PROPERTY CLASSIFIED AS RESOURCE LAND?	Yes / No Describe: _____ _____
ZONING DESIGNATION, IF APPLICABLE:	



SHORT SUBDIVISION SUPPLEMENT

SHORT SUBDIVISION STANDARDS (CCC 18.34.070)	
	To Be Completed by Applicant
PROPOSED LOT SIZE (AREA):	LOT 1: _____ LOT 2: _____ LOT 3: _____ LOT 4: _____
PROPOSED LOT WIDTH AT PROPOSED BUILDING SITE:	LOT 1: _____ LOT 2: _____ LOT 3: _____ LOT 4: _____
EASEMENTS:	Are There Existing Easements Associated with Site? Yes / No Describe: _____ _____ _____ Are Easements Proposed? Yes / No Describe: _____ _____ _____
SEWAGE DISPOSAL:	Is there an existing septic system onsite? Yes / No Describe: _____ _____ Proposed method of sewage disposal: _____ Is the property within a sewer district? Yes / No Which District? _____ _____
WATER AVAILABILITY:	Is there an existing well onsite? Yes / No Describe: _____ _____ Are there existing wells within 100 feet of the property? Yes / No Describe: _____ _____ Is there a fire hydrant on or near the site? Yes / No Direction to hydrant and distance from site: _____ Proposed method of providing potable water: _____ Is the property within a water district? Yes / No If so, which district? _____ _____
PROPOSED ACCESS:	How will project be provided access? Public Roadway Private Roadway Describe: _____ _____ Describe surface material of existing roadway: _____ What is existing roadway width at site frontage: _____ Are new driveways proposed? Yes / No Describe: _____ _____



CONTIGUOUS COMMON OWNERSHIP

The purpose of this form is to verify whether or not an applicant has an ownership interest in neighboring properties. Please read the statements below and select the one that describes your status regarding ownership of neighboring properties.

- “As the owner of the property proposed for short subdivision, I **DO** have interest in contiguous property.”

Identify all contiguous parcels under common ownership of land in which there is an interest by reason of ownership, contract of purchase, earnest money agreement, or option by any firm or corporation in any manner connected with the development, and the names addresses and telephone numbers of all such persons, firms or corporations. Attach additional sheets as necessary.

Parcel Number	Owner	Address	Telephone Number

OR

- “As the owner of the property proposed for short subdivision, I **DO NOT** have interest in contiguous property.”

Print Name

Signature

Date



SHORT SUBDIVISION FAQ'S

What is a Short Subdivision?

Short subdivisions (also known as short plats) are defined as a subdivision of land into 2, 3, or 4 lots, any one of which is less than 5 acres in area. Short plats are reviewed and approved by Planning Division staff after being referred to agencies affected by the proposal for their comments. Short subdivisions require potable water, sewage disposal, survey, legal access, and compliance with County environmental regulations.

What is Preliminary Approval?

The Preliminary Approval letter is the staff report that discusses the Division's findings regarding your proposed subdivision. The Preliminary Approval identifies conditions that must be completed prior to final subdivision (also known as final plat).

What is a Final Plat?

Generally speaking, a plat is a map that describes a subdivision. The Final Plat is the final, correct map identifying the property being subdivided, and contains all the required survey information identified in your preliminary approval. Once the Final Plat is approved, signed, and recorded, the subdivision is complete and the lots may be sold or transferred.

What are Bluelines? And what is a Mylar?

"Bluelines" is the term used to describe the paper review copy of the Final Plat. Typically bluelines are submitted for review along with the final subdivision approval packet and reviewed for completeness and correctness. Any necessary corrections are identified on the blueline copy of the final plat and returned to the surveyor. Once the final plat is deemed complete and correct, the surveyor will produce the final Mylar. The Mylar is printed on a semi-transparent sheet of polyester film and is the copy that will be signed and recorded.

What is the Final Subdivision application packet?

Once all conditions of approval are completed and a blueline copy of the final plat has been obtained from your surveyor, you are ready to submit the Final Subdivision application packet. This packet will include all the necessary documentation for the Planning Division to review and complete your short subdivision, along with the Final Plat Review Fee. A checklist is provided with the Preliminary Approval to aid you in identifying whether you have met all required conditions. Please note, bluelines, soils tests, and other documentation will not be accepted until all conditions of approval are met and submitted as part of this packet.

When can I sell my new lots?

Only when the subdivision has been completed, and the final plat recorded, can a lot be sold or transferred. Lots may be advertised for sale before the subdivision is complete, but is strongly discouraged due to the speculative nature of land developing and subdividing. Please be aware that complications can arise during the process, and may not correspond with the anticipated availability dates for the new lots or contractual obligations to prospective buyers.

Do I need to drill a well for my Short Subdivision?

All lots within a short subdivision require a source of potable water. If the property has a well, it may be possible to share an existing well with other lots in your subdivision. If the property does not have a well, or you are unwilling/unable to share an existing well, a new well will need to be drilled. For each lot using a well for potable water, a Water Availability Certificate will be required. It is important to note that even when there is an existing home using an existing well, it may not have a Water Availability Certificate, and one will need to be obtained using the same application process as a new well. Water Availability requirements and application packets can be obtained from the Cowlitz County Environmental Health Unit.

Do I need to build a private road?

If you are subdividing off an existing private road, or more than 2 lots will be utilizing a single access point from a County road, then you will be required to construct or upgrade that access to County private road standards. All private road construction must be completed before the subdivision can be recorded. These requirements are outlined in CCC 11.36.070, and can be viewed in the County Code section of Cowlitz County's website. All private roads are required to be engineered, and a permit must be issued before road construction may begin.

When is SEPA compliance required?

SEPA, the State Environmental Policy Act, is a State requirement for consideration of the likely environmental consequences of a proposal. Some Short Subdivisions are exempt from this process. SEPA compliance is required for short subdivisions anytime there is surface water onsite, including streams, creeks, rivers, ponds, or lakes. Even if a creek or stream forms a property line for your property, SEPA compliance is still required before Preliminary Approval can be issued. Other situations may trigger SEPA compliance, including further division of land that was previously divided, and subdivisions involving private roadway construction.