



Administrative Subdivision

Description

Administrative subdivisions include two application types – Short Subdivisions and Large Lot Subdivisions.

Short Subdivisions divide land into up to four lots, any one of which is less than five acres. Short subdivisions require potable water, sewage disposal, survey, legal access, and compliance with County environmental regulations.

Large Lot Subdivisions divide land into two or more lots, all being five acres or greater. Large Lot subdivisions have the same requirements as Short Subdivisions, with a few exceptions. Potable water may not be required, but availability of electrical facilities is required.

Review Process

Administrative Subdivisions have a two-step review process – preliminary and final review.

For preliminary review, Staff evaluates the application for conformance with applicable state and county codes, and subsequently distributes the application for review by other agencies with jurisdiction. There is no public notice or comment period required for an administrative subdivision unless required by the State Environmental Policy Act (SEPA). For example, SEPA is required for subdivisions on lands covered by water (e.g. if you have a creek or wetland on your property) or if the land has been previously subdivided. If an approval letter is issued, it details all items that need to be completed prior to Final Plat submission. The preliminary approval is valid for two years for Short Subdivisions, and five years for Large Lot Subdivisions. It is the responsibility of the applicant to complete the items identified as conditions of approval within the specified time period.

Once all conditions of approval have been met, the applicant must compile the necessary information, including the Final Plat (completed by the surveyor), and submit for final review. Staff will coordinate the final plat review with other agencies. Upon completion, all ownership interests must sign the plat. The Final Plat will be signed by the appropriate agencies and returned to the applicant for final recording with the County Auditor.

Fees

The following fees are required to be paid at the time of preliminary submittal:

Administrative Subdivision, Preliminary Approval – up to 4 lots:	\$1,800
Administrative Subdivision, Preliminary Approval – 5-10 lots:	\$2,520
Administrative Subdivision, Preliminary Approval – 11+ lots:	\$2,520 plus \$360 per lot over 10
SEPA Threshold Determination (If required)	\$450

The following fees are required to be paid at the time of final submittal:

Final Administrative Plat Review / Approval:	\$1,350
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Administrative Subdivision Checklist

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. Project Information Form**

- Form completed and signed by the owner or applicant

___ **2. Owner Authorization**

- Form completed and signed by the owner if application submitted by third party

___ **3. Administrative Subdivision Supplement**

___ **4. Contiguous Ownership Form (Short Subdivisions Only)**

___ **5. SEPA Checklist (if required)**

___ **6. Proposed Development Restrictions (if any)**

___ **7. Vicinity Map**

- Maps and all drawings must be legible.

___ **8. Site Plan / Preliminary Map**

- Must be drawn to scale, dated, and with north arrow
- Proposed number assigned to each lot
- Location and dimension of existing and proposed lot boundary lines
- Locations, names and widths and dimensions of existing and proposed roads as well as any easements (public or private) on or within 100 feet of the site
- Location of existing wells, septic primary and reserve areas, and other utilities on or within 100 feet of the site
- All permanent geographic / natural features- e.g., watercourses, floodplains etc.
- Topographic features that may impact development, such as steep slopes. Note that for Large Lot Subdivisions including 5 or more lots, topographic contours at no less than 5 foot intervals are required.
- Identification of critical areas on or within 200 feet of the site.
- Identification of any existing structures, as well as existing and proposed driveway locations

___ **9. Additional Studies (if required)**

- These may include critical areas assessments, preliminary drainage plans, a traffic analysis, etc. These requirements will be identified by County Planning staff either during the initial staff consult or as part of preliminary review.



ADMINISTRATIVE SUBDIVISION SUPPLEMENT

APPLICANT: _____ DATE: _____

SITE ADDRESS: _____ PARCEL #: _____

PROJECT ENVIRONMENT

This Section To Be Completed by Applicant

<p>LAND:</p>	<p>What is general topography of site? Flat Rolling Hilly Steep</p> <p>What is steepest slope onsite? _____ %</p> <p>Is there indication or history of unstable slopes on or near site? Yes No If YES, describe:</p> <p>Is, or has, the site been used for agriculture? Yes No If YES, describe:</p>
<p>WATER:</p>	<p>Is there surface water on or within 200 feet of the site? Yes No If YES, describe:</p> <p>Are there areas of standing water or generally wet areas on or within 200 feet of the site? Yes No If YES, describe:</p> <p>Are there areas prone to flooding on or within 200 feet of the site? Yes No IF YES, describe:</p>
<p>PLANTS AND ANIMALS:</p>	<p>Describe the vegetation onsite:</p> <p>Describe any vegetation to be removed as part of this proposal:</p> <p>List any wildlife known to frequent the site:</p>



ADMINISTRATIVE SUBDIVISION SUPPLEMENT

LAND USE

This Section To Be Completed by Applicant

EXISTING LAND USE?	Describe:
ARE THERE EXISTING STRUCTURES ONSITE?	Yes No If YES, describe:
WILL ANY STRUCTURES BE DEMOLISHED AS PART OF THIS PROPOSAL?	Yes No If YES, describe:
WHAT IS THE PROPOSED LAND USE?	
COMPREHENSIVE PLAN CLASSIFICATION:	
ZONING DESIGNATION::	



ADMINISTRATIVE SUBDIVISION SUPPLEMENT

SHORT SUBDIVISION GENERAL STANDARDS (CCC 18.34.070) LARGE LOT SUBDIVISION GENERAL STANDARDS (CCC 18.38.110)

This Section To Be Completed by Applicant:

PROPOSED LOT SIZES (AREA):	LOT 1: _____ LOT 2: _____ LOT 3: _____ LOT 4: _____ LOT 5: _____ LOT 6: _____ LOT 7: _____ LOT 8: _____ LOT 9: _____ LOT 10: _____ LOT 11: _____ LOT 12: _____ LOT 13: _____ If more than 13, please describe in a separate attachment.
PROPOSED LOT WIDTHS AT BUILDING SITES:	LOT 1: _____ LOT 2: _____ LOT 3: _____ LOT 4: _____ LOT 5: _____ LOT 6: _____ LOT 7: _____ LOT 8: _____ LOT 9: _____ LOT 10: _____ LOT 11: _____ LOT 12: _____ LOT 13: _____ If more than 13, please describe in a separate attachment.
EASEMENTS:	Are there existing easements associated with site? Yes No <i>If YES, provide description(s) with your application.</i> Are easements proposed? Yes No <i>If YES, provide description(s) with your application.</i>
SEWAGE DISPOSAL:	Is there an existing septic system onsite? Yes No Is the property within a sewer district? Yes No If YES, which district? Proposed method of sewage disposal:



ADMINISTRATIVE SUBDIVISION SUPPLEMENT

WATER AVAILABILITY:

Is there an existing well onsite? **Yes** **No**

If YES, describe:

Are there existing wells within 100 feet of the property? **Yes** **No**

If YES, describe:

Is the property within a water district? **Yes** **No**

If YES, which district?

Proposed method of providing potable water: _____

Is there a fire hydrant on or near the site? **Yes** **No**

If YES, provide directions to hydrant and distance from site.

ACCESS:

How will access be provided? **Public Roadway** **Private Road**

Describe:

Describe surface material of existing roadway:

What is existing roadway width at site frontage?

Are new driveways proposed? **Yes** **No**

If YES, describe:



CONTIGUOUS COMMON OWNERSHIP

The purpose of this form is to verify ownership interest in neighboring properties. 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 administrative subdivision, **I DO** have interest in contiguous property.”

Using the table below, 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. Please attach additional sheets as necessary.

Parcel Number	Owner	Address	Telephone Number

Or, conversely...

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

Print Name

Signature

Date