



# Subdivision - Urban/Rural

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## Description

A Subdivision is a division of land into five or more lots, any one of which is less than five acres.

Urban Subdivisions are required for lands that are classified as Urban or Suburban in the Cowlitz County Comprehensive Plan. Rural Subdivisions are required for lands that are classified as Rural in the Cowlitz County Comprehensive Plan.

## Review Process

Subdivisions have a three-step review process as outlined below:

### Pre-Application Conference

First, a pre-application conference is required. The pre-application conference allows the applicant to discuss the subdivision concept plan with agencies with jurisdiction to gain useful information in designing the subdivision and preparing supporting documents. Discussion topics at the pre-application conference may include, but are not limited to, the Comprehensive Plan, zoning, streets and access, provisions for sewer and water, environmental considerations, and future development of adjacent property.

### Preliminary Subdivision 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. These agencies have 10 days to make comments on the proposal. If review under the State Environmental Policy Act (SEPA) is required, notice is also provided to adjacent property owners within 300 feet of the subject property. The public has 14 days to make comments on the proposal.

Following comment periods and internal staff review, a preliminary staff report is prepared and a public hearing is scheduled with the Cowlitz County Planning Commission. Notice of the public hearing is published in the newspaper, posted onsite and sent to surrounding property owners. The Planning Commission reviews the application for conformance with County Code requirements and considers public input. During the open-record Public Hearing, the Planning Commission makes a recommendation to the Board of County Commissioners. The Board then considers the recommendation during a separate, closed-record public hearing scheduled following the Planning Commission Meeting.

If the Board of County Commissioners approves the Preliminary Subdivision, that approval is valid for five years. During this time, the applicant must comply with the conditions of approval, such as construction of utility infrastructure, or road improvements. Construction plans must be submitted and reviewed by the County Department of Building and Planning and Department of Public Works, where applicable, for all required improvements.

### Final Subdivision Review

Once all conditions of approval have been met, the applicant must compile the necessary information, including the Final Subdivision Plat (completed by the surveyor), and submit for final 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.



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## **Fees**

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

Administrative Subdivision, Preliminary Approval - up to 4 lots: \$7,200

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: \$1,800



# Subdivision – Urban / Rural Checklist

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## **Submittal Checklist**

The following are required at time of preliminary subdivision 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. SEPA Checklist (if required)**

\_\_\_ **4. Proposed Development Restrictions (if any)**

\_\_\_ **5. Narrative describing all elements of the proposal**

- Name of proposed subdivision and number of lots proposed
- Proposed method of sewage disposal and potable water service, and name of purveyor if applicable
- Description of conformance with Comprehensive Plan and Land Use Ordinance.

\_\_\_ **6. Vicinity Map**

- Maps and all drawings must be legible.

\_\_\_ **7. Site Plan / Preliminary Map**

- Must be drawn to scale, dated, and with north arrow
- Location and dimension of existing and proposed lot boundary lines
- Proposed number assigned to each lot and block
- Locations, names and widths and dimensions of existing and proposed roads as well as any easements (public or private) on or abutting the subdivision.
- Number and location of any off-street parking spaces.
- Location of any permanent buildings
- Location of existing wells, septic primary and reserve areas, and other utilities on or within 100 feet of the site
- Topographic features within the proposed subdivision and extending 100 feet from the boundaries. For Urban Subdivisions - contour lines shall be shown at minimum 2 foot intervals for slopes between 0-3%, and 5 foot intervals for slopes exceeding 3%.
- Identification of critical areas on or within 200 feet of the site.
- Area, dimensions and locations of any recreation, open space and common areas.

\_\_\_ **8. 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 and/or Public Works.