

Chapter 3.205 - SHORT PLAT PROVISIONS

Sections:

- 3.205.005 Purpose
- 3.205.010 Pre-application review
- 3.205.020 Review processes for short plats
- 3.205.030 Preliminary short plat application contents
- 3.205.040 Approval criteria for a preliminary short plat
- 3.205.050 Expiration and extension of preliminary short plat approval
- 3.205.060 Final short plat application contents
- 3.205.070 Approval criteria for a final short plat

3.205.005 Purpose

The purpose of this Chapter is to implement the policies of the various applicable state statutes including, but not limited to, Chapter 58.17 RCW, Findings; Chapters 35.63 and 65.08 RCW, and the City of Winlock Comprehensive Plan. The regulations contained herein are intended to:

- A. Promote the effective utilization of land and infrastructure;
- B. Make adequate provision for the housing needs of the City;
- C. Prescribe procedures for the subdivision of land in accordance with officially adopted plans, policies, and standards, including the provisions of the Development Code; and
- D. Provide for the efficient processing of short plat applications without undue delay. A short plat application shall be processed when subdividing into nine (9) or fewer lots.

3.205.010 Pre-Application Review

- A. A preliminary short plat is subject to pre-application review as provided in Chapter 1.030.020 WDC.
- B. An applicant for pre-application review of a preliminary short plat shall submit the requisite fee, a completed pre-application review form provided for that purpose by the city, and the information listed in Chapter 1.030.020(C) WDC.

3.205.020 Review processes for short plats

- A. Technically complete review of a short plat application is subject to Chapter 1.030.050 WDC.
- B. A technically complete application for a preliminary short plat shall be subject to a Type II process. See Chapter 1.030.090 WDC.
- C. A technically complete application for a final short plat map shall be subject to a Type I process. See Chapter 1.030.080 WDC.
- D. Appeal and post-decision review of decisions regarding short plats are permitted as provided in Chapter 1.030.130 WDC and Chapter 1.030.150 WDC respectively.

3.205.030 Preliminary short plat application contents

An applicant for a preliminary short plat shall submit the requisite fee, a completed application review form provided for that purpose by the city, and ten (10) copies of the following information:

- A. Short plat name (if any);
- B. Contact information including the name, mailing address, and telephone number of the owner/s, engineer, surveyor, planner, and/or attorney and the person with whom official contact should be made regarding the short subdivision;
- C. Environmental (SEPA) checklist or EIS, if applicable under Chapter 1.310 WDC;
- D. A preliminary short plat at a scale of no more than one inch equals 200 feet, with north arrow, date, graphic scale, existing and proposed lots, tracts, easements, rights-of-way and structures on the site, and existing lots, tracts, easements, rights-of-way and structures abutting the site; provided, information about off-site structures and other features may be approximate if such information is not in the public record. The applicant shall provide one copy of the plan reduced to fit on an eight-and-one-half-inch by 11-inch page. The short plat shall show the dimensions and areas of all proposed lots, tracts and dedications. The short plat shall show the distance from proposed lot lines to the nearest existing structures on the site unless those structures will be removed;
- E. Proposed dedications of title, easements or other interests to the city or other agency, if applicable;
- F. Written authorization to file the application signed by the owner of the property that is the subject of the application, if the applicant is not the same as the owner as listed by the Lewis County assessor;
- G. Proof of ownership document, such as copies of deeds and/or a policy or satisfactory commitment for title insurance;
- H. A legal description of the property proposed to be divided;
- I. If a short subdivision contains large lots which at some future time could be re-subdivided, the application shall include a master plan of all land under common ownership in order to provide for extension and opening of streets at intervals which will permit a subsequent division of each divisible parcel into lots of smaller size;
- J. A copy of the pre-application conference summary, and a description of information submitted in response to the issues, comments and concerns in the summary;
- K. A written description of how the proposed preliminary short plat does or can comply with each applicable approval criterion for the preliminary short plat, and basic facts and other substantial evidence that supports the description;
- L. The names and addresses of owners of land within a radius of 300 feet of the site. Owner names and addresses shall be printed on mailing labels.
 - 1. An area map showing parcels within ¼ mile of the subject parcel shall be included;
 - 2. If the applicant owns property adjoining or across a right-of-way or easement from the property that is the subject of the application, then notice shall be mailed to owners of property within a 300-foot radius, as provided above, of the edge of the property owned by

the applicant adjoining or across a right-of-way or easement from the property that is the subject of the application;

- M. Applications necessarily associated with the preliminary short plat, such as applications for exceptions, adjustments or variances to dimensional requirements of the base or overlay zones or for modifications to road standards are required to approve the short plat application as proposed;
- N. A wetlands delineation and assessment site shall be regulated by the applicable sections of the Critical Areas Ordinance (CAO) located in this Title, and an application for a critical area and associated preliminary plan if required;
- O. A report prepared by a geotechnical engineer or geologist licensed in the State of Washington if:
 - 1. The applicant proposes to place substantial fill on the site (500 cubic yards or more); or
 - 2. The site contains land identified by the U.S. Soil Conservation Service, Lewis County or the state of Washington as having slopes in excess of 25 percent or as being subject to instability, unless the applicant will not develop or otherwise significantly affect such lands or shows that the site does not contain unstable soils or steep slopes;
- P. An archaeological predetermination if the area proposed for development contains lands classified as having moderate or higher probability of containing archaeological resources as determined.
- Q. Preliminary grading, erosion control and drainage plans, which may be a single plan, consistent with applicable provisions of this Title;
- R. Evidence that potable water will be provided to each lot from a public water system, and that each lot will be connected to public sewer.

3.205.040 Approval criteria for a preliminary short plat

- A. The review authority shall approve a preliminary short plat if he or she finds:
 - 1. The applicant has sustained the burden of proving that the application complies with the following regulations of the Winlock Development Code to the extent relevant;
 - a) Applicable sections of the Winlock Engineering Standards;
 - b) Chapter 4 WDC (Critical Areas Ordinance);
 - c) All other applicable sections of the WDC (Winlock Development Code).
 - 2. That the application can comply with those regulations by complying with certain conditions of approval, and those conditions are adopted; or that necessary adjustments, exceptions, modifications or variations have been approved or are required to be approved before the final short plat is approved;
 - 3. The application makes appropriate provision for potable water supplies and for disposal of sanitary wastes; and
 - 4. The application complies with RCW 58.17.010.

3.205.050 Expiration and extension of preliminary short plat approval

A decision approving a preliminary short plat expires five (5) years from the effective date of approval and can be extended as provided in Section 1.030.140 WDC.

3.205.060 Final short plat application contents

An applicant for a final short plat shall submit to the city clerk the requisite fee and the following information:

- A. A form provided by the city containing the following information:
 - 1. Short subdivision name (if any);
 - 2. Name, mailing address, and telephone number of owner and/or developer, and, if required, surveyor of the plat;
 - 3. Date;
 - 4. Acreage;
 - 5. Number of lots;
 - 6. Zoning designation;
- B. The final short plat map, including the following:
 - 1. Short subdivision name (if any);
 - 2. Legend;
 - 3. Location, including one-fourth section, section, township, range, and, as applicable, donation land claim and/or short subdivision or subdivision name;
 - 4. Boundary survey (if required);
 - 5. Lot, block, and street right-of-way and centerline dimensions;
 - 6. Street names;
 - 7. Scale, including graphic scale, north arrow, and basis of bearings;
 - 8. Identification of areas to be dedicated;
 - 9. Surveyor's certificate, stamp, date, and signature (if required);
 - 10. Signature blocks for the following:
 - a. Engineer;
 - b. County auditor;
 - c. County assessor;
 - d. City clerk or Director;
 - e. Mayor;
 - 11. Special setbacks (if any);
 - 12. Public and private easements (if any) and the purpose of each;
 - 13. Tracts (if any) and the purpose of each;

- 14. Walkways (if any);
- C. Legal description of the boundary which has been certified by the land surveyor, with seal and signature as being an accurate description of the lands surveyed;
- D. Short plat certificate, including dedications, if any (RCW 58.17.165);
- E. A certificate of title shall be provided;
- F. Restrictions and covenants, if proposed to fulfill conditions of approval or applicable provisions of law.

3.205.070 Approval criteria for a final short plat

The review authority shall approve a final short plat if he or she finds:

- A. It complies with the decision approving the preliminary short plat;
- B. The applicant has fulfilled all conditions of approval that that decision or the Winlock Development Code requires to be fulfilled before approval of the final short plat; and
- C. The final short plan application must meet the submittal requirements of Section 3.210.060 WDC.