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## SHORT SUBDIVISION PERMIT GUIDELINES (For complete details see IMC 15.62 & 15.64)

### Background

Requirements for obtaining short subdivision permits are outlined in Ilwaco Municipal Code Chapter 15.62 and 15.64. When a property owner wants to sell, trade or give away a portion of property to someone other than an owner of an abutting property, it must first be subdivided. A short subdivision, often called a "short plat," is a division of property into **four or fewer lots**.

### Application Process

- Applicant requests a **pre-application conference** (optional) with the city planner to discuss requirements and the review process before submitting a permit application and fees.
- If an applicant requests **consolidated permit processing**, a pre-application conference is required.
- Applicant **submits the application**, all related materials and application fees to the city clerk/treasurer, who forwards packet to **city planner**.
- City planner makes **Determination of Completeness** within 28 days. If the information is not complete, applicant will have 90 days to submit the required information. If it is not submitted within 90 days, the application will lapse. If it is submitted within 90 days, the city planner will issue a letter to applicant within 14 days indicating whether or not the application is complete.
- City planner **forwards copies of proposed short plat** to the utilities superintendent, fire chief, superintendent of schools, police chief and other agencies, as appropriate, and requests their comments within 14 days. If the short subdivision is located adjacent to the right-of-way of a state highway, the city planner must also give written notice of application to the District Manager of the Washington State Department of Transportation (WSDOT).
- City planner must prepare a single report stating the decision on the short subdivision within 120 days. *See 15.08.130 for Report of decision—Timing.* The report will serve as the permit.
- The applicant must have the mayor or his designee sign the original of any approved short plat. **The applicant must then file for record the signed, approved short plat with the Pacific County auditor.**
- Land contained within a short subdivision as shown on an approved short plat may not be further divided within a period of five years unless a final plat is filed and approved.
- One reproducible mylar or equivalent film copy must be furnished to the utilities superintendent, one paper copy must be filed with the Pacific County Assessor, and paper copies must also be provided to other agencies as required by the city council.
- Decisions of the city planner may be appealed to the hearing examiner in accordance with Section [15.08.150](#).

### Application Packet

- Master Planning Permit Application Form with information as specified on the Permit Submittal Checklist (*see reverse side of this page*).
- Application Fees (*see Ilwaco Fee Schedule*).

## SHORT SUBDIVISION PERMIT SUBMITTAL CHECKLIST

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| <p><input type="checkbox"/> <b>Master Planning Permit Application Form</b></p> <p><input type="checkbox"/> <b>Vicinity Map</b></p> <ul style="list-style-type: none"><li>• Owner's name and mailing address.</li><li>• Contact person's name, mailing address and phone number.</li><li>• North arrow, scale and date.</li><li>• Proposed name of project.</li><li>• Location of any other permanent features in the area that could be affected, such as existing streets, platted but not constructed streets or any waterways, including wetlands and drainage ways.</li></ul> <p><input type="checkbox"/> <b>Plat</b></p> <ul style="list-style-type: none"><li>• Area and boundary lines with dimensions and bearings of the parent parcel and the area and boundary lines with dimensions and bearings of all proposed lots.</li><li>• Location, dimensions and use of all easements, streets and utility rights-of-way.</li><li>• Location of all existing city and other utilities serving the site. If utilities are not on site, the location of such utilities proposed to serve the proposed lots.</li><li>• Location of fire hydrant nearest the subject property.</li><li>• All adjoining properties you own.</li><li>• Topography at two-foot contour intervals, or other intervals if not available from a public source.</li><li>• Water courses.</li><li>• FEMA floodplain and floodway.</li><li>• Designated shorelines.</li><li>• Wetland boundaries.</li><li>• Location, dimensions and use of all buildings on site.</li><li>• Location of existing on-site driveways, those across the street and on adjacent properties.</li><li>• Location and width of all driveways.</li><li>• Location and width of all proposed rights-of-way.</li></ul> | <p><input type="checkbox"/> <b>Title Report</b></p> <ul style="list-style-type: none"><li>• Submit a title report issued by a title company showing property ownership and any easements or other encumbrances, and dated no more than 30 days before application submittal.</li></ul> <p><input type="checkbox"/> <b>Electronic Submittal</b></p> <ul style="list-style-type: none"><li>• All the application materials listed above must also be submitted in electronic format.</li></ul> <p><input type="checkbox"/> <b>Application fees (<i>see Ilwaco Fee Schedule</i>)</b></p> |
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