



Skamania County
Community Development Department
 Building/Fire Marshal • Environmental Health • Planning
 Skamania County Courthouse Annex
 Post Office Box 1009
 Stevenson, Washington 98648
 Phone: 509-427-3900 Inspection Line: 509-427-3922

SHORT PLAN APPLICATION INTAKE CHECKLIST

PLEASE NOTE: Staff will review the application and check for completeness before accepting any application. Review will not begin on your proposal until all of the required information listed below has been submitted.

STAFF APPLICANT

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Short Plat Application. A completed application signed by the property owner and a \$850 non-refundable fee (payable to Skamania County Treasurer). Please note there will be a \$425 non-refundable fee charged for a short plat drawing re-review due to applicant's changes to the map. This fee will be charged for each re-review. Fees are subject to change by resolution of the County Commissioners. |
| <input type="checkbox"/> | <input type="checkbox"/> | Land Division - OSS Application and non-refundable associated fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | Land Division - Water Application (if applicable) and non-refundable \$595 fee. A water availability study completed by a Washington State Licensed Hydrogeologist may be submitted in lieu of the Land Division – Water application. |
| <input type="checkbox"/> | <input type="checkbox"/> | Plat Map. Two copies of the short plat map from your surveyor illustrating the proposed development, including lot lines, dimensions, lot size, all access roads and easements, water sources and existing features on and near the property. See map requirements in SCC 17.64.080. |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage Report. See SCC 17.64.090(C). |
| <input type="checkbox"/> | <input type="checkbox"/> | Critical Areas Review Application and Report. Required if there are critical areas within the boundaries of the short plat. See SCC Title 19. |
| <input type="checkbox"/> | <input type="checkbox"/> | Title Report. A "Subdivision Guarantee" or "Short Plat Certificate" from any title company for the specific property in the short plat application. If it is an amended short plat, a "Subdivision Guarantee" or "Short Plat Certificate" for each parcel created in the original short plat is required. <i>These reports from the title company must be less than two months old at the time the Short Plat records.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | SEPA (if required) and non-refundable \$400 fee: Required when any wetlands, lakes, ponds, streams, or rivers are located within the boundary of the short plat. |

FOR DEPARTMENT USE ONLY		
Reviewed By:	Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:

Short Plat Application

(Please complete application in ink)

APPLICANT:		E-mail:
Address:		Phone:
PROPERTY OWNER:		E-mail:
Address:		Phone:
PROPOSED SHORT PLAT NAME:		
PROPERTY LOCATION:		
Tax Lot/Parcel #		Total acres:
Number of Proposed Lots:		Zoning:
PROPOSED WATER SOURCE:	<input type="checkbox"/> New Individual Well	<input type="checkbox"/> Existing Individual Well
<input type="checkbox"/> New Community Water System (Serving up to 6 lots)	<input type="checkbox"/> Existing Community Water System (Serving up to 6 lots)	<input type="checkbox"/> Skamania County PUD
<input type="checkbox"/> Home Valley Water System	<input type="checkbox"/> Mill-A Water System	<input type="checkbox"/> Other:
PROPOSED SEWAGE TREATMENT METHOD:		
PROJECT DESCRIPTION (Provide a summary of your proposal, proposed use of lots, etc.)		
APPLICANT SIGNATURE(S):		Date:
OWNER SIGNATURE(S)*:		Date:
<i>*Signature of the property owner(s) authorizes the Community Development Department and other Agency personnel reasonable access to the site in order to evaluate the application. Please notify Staff if you would like to request notification prior to any site visits.</i>		
FOR DEPARTMENT USE ONLY		
Date received:		
Date complete:		
File #:		
Notes:		



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SHORT PLAT APPLICATION & INFORMATIONAL PACKET

WHAT IS A SHORT PLAT?

A short plat is a division of land into four or fewer individual lots. Divisions of more than four lots will require subdivision approval. Minimum lot size is determined by the zoning classification and water and on-site septic requirements.

WHAT IS THE APPROVAL PROCESS?

Submit a **complete** Short Plat application, along with the required Land Division Water and Septic Applications, and Drainage Report. Some projects will also require a Critical Areas Review and review under the State Environmental Policy Act (SEPA). Incomplete applications will not be accepted. Once the application is considered complete, the following will take place:

- If SEPA is required for the short plat, SEPA review will be completed first. A SEPA threshold determination will be issued by this department to adjacent property owners, local and state agencies, and published in the newspaper. This determination includes all environmental factors for the project and any report requirements that must be completed before the Short Plat map review may begin. There is a fourteen-day comment period for the SEPA threshold determination.
- A Notice of Short Plat Application is issued to all adjacent property owners and local and state agencies. There is a twenty-day comment period for the Notice. During this time, the Environmental Health Specialist, Planner, and County Engineer will review the maps and any other related applications, and an Administrative Decision will be issued within 30 days of issuing the Notice of Application. The Administrative Decision will include conditions of approval with any requirements or corrections that must be completed before the Short Plat may record.
- If a Critical Areas variance is requested as part of your proposal, a public hearing before the Skamania County Hearing Examiner will be required prior to issuance of the Administrative Decision.
- Applicants have six months from the date of the Administrative Decision to complete any requirements and submit the final short plat for recording. Applicants may request an extension, but this must be done prior to the six-month deadline.

WATER AND ON-SITE SEPTIC REQUIREMENTS

- **Water:** All proposed lots must have a completed and approved water source prior to Short Plat recording. The Land Division – Water application, which must come in as part of the Short Plat packet, is used for this process. Water will be reviewed at the time of complete application determination and any outstanding requirements will be listed in the Administrative Decision.
 - A water availability study completed by a Washington State Licensed Hydrogeologist may be submitted in lieu of the Land Division – Water application. This report must be submitted at the time of your short plat application.
- **On-Site Septic:** All proposed lots must have approved soil test holes dug and evaluated prior to Short Plat recording. The Land Division – On-site Septic application, which must come in as part of the Short Plat

packet, is used for this process. On-site septic will be reviewed at the time of complete application determination and any outstanding requirements will be listed in the Administrative Decision.

HOW WILL CRITICAL AREAS REGULATIONS AFFECT MY SHORT PLAT?

There are different requirements for developing in or near each type of critical area. The following information is not intended as a substitute for all the requirements in the county's critical area regulations in Title 19.

- **Wetlands:** Wetlands are protected by buffers, undisturbed areas of native vegetation where development is prohibited. If your project is located within 300 ft. of a wetland then you will need to obtain a wetland delineation or wetland letter and show that your project is located outside any required wetland buffers or that there is sufficient buildable area outside wetland buffers. Buffer widths range in size based on the wetland category (see SCC 19.03.040(C): Category I: 50 ft. to 300 ft., Category II: 100 ft., Category III: 50 ft., Category IV: 25 ft.
- **Critical Aquifer Recharge Areas:** CARAs are areas with a critical recharging effect on aquifers used for potable water. Some developments will require the submission of a hydrogeological report showing that the development will not degrade groundwater sources. Residential development is generally exempted from these requirements.
- **Fish and Wildlife Habitat Conservation Areas:** These include both riparian habitats (such as streams) and non-riparian habitats (such as deer wintering range). If your development is located within one of these areas, then a critical areas review will be required to ensure that your proposal will not negatively affect a habitat area. Streams are protected by buffers, determined by the type of stream: Type F: 100 ft., Type Np: 50 ft., Type Ns: 25 ft. As with wetlands, you will need to show that your project is located outside any required buffers or that there is sufficient buildable area outside any stream buffers. Road and utility crossings must comply with the development standards in SCC 19.05.040(C)(10).
- **Frequently Flooded Areas:** All development within the 100-year floodplain shall comply with standards established in Washington Administrative Code 173-158 for construction within a floodplain or floodway in addition to complying with the development standards identified in SCC 15.18.
- **Geologically Hazardous Areas:**
 - Erosion Hazards: Erosion control plan required.
 - Landslide Hazards: Geotechnical assessment or report required to establish buffers, buildable areas with a plat, or additional mitigations.
 - Seismic Hazards: Development must conform to seismic code.
 - Volcanic Hazards: Evacuation and emergency management plan required.
- **Density Transfer for Short Plats:** If your property includes critical areas, you may transfer density for residential uses from lands containing critical areas. In order to accommodate the density transfer, the county may allow reductions in setbacks and lot dimensions and sizes. The critical area will need to be permanently protected as undeveloped land. See SCC 19.01.080(D)(7).

MINIMUM LOT SIZE

Minimum lot sizes and dimensions must comply with the requirements of the zone in which the short plat is located. Lot size averaging may be used to satisfy the minimum lot size. The individual lots in a short plat are considered in compliance with minimum lot size requirements if the average area of all the lots in the plat meets the minimum requirement for the zone. See SCC 17.64.155.

PRE-APPLICATION MEETINGS

Applicants are strongly encouraged to schedule a pre-application conference, which includes meeting with a Planner, an Environmental Health Specialist, and the County Engineer. Each department representative will discuss their requirements for short plat completion, and answer any questions the applicant may have. It is helpful to bring a proposed project layout and to have your surveyor attend the meeting.

SURVEYORS:

Disclaimer: This list is not a recommendation of any person or firm listed. This list is only provided as a service to the public.

Trantow Surveying
c/o Klein & Associates
PO Box 786
Bingen, WA 98605
(509) 493-3111

Bell Design Company
P.O. Box 308
Bingen, WA 98605
(509) 493-3886

Hagedorn Inc.
1924 Broadway, Suite B
Vancouver, WA 98663
(360) 696-4428

Olson Engineering
1111 Broadway
Vancouver, WA 98660
(360) 695-1385

Tenneson Engineering
3775 Crates Way
The Dalles, OR 97058
(541) 296-9177

Mackay & Sposito, Inc.
1325 SE Tech Center Drive, Suite 140
Vancouver, WA 98683
(360) 695-3411

Pioneer Surveying & Engineering, Inc.
228 Columbus Avenue, Suite 104
Goldendale, WA 98620
(509) 773-4945

WyEast Surveys
4399 Woodworth Drive
Mt. Hood, OR 97041
(541) 352-6065

Thomas Ray & Co. Surveyors
PO Box 435
Camas, WA 98607
(360) 834-4827

Minister-Glaeser Surveying, Inc.
2200 East Evergreen
Vancouver, WA 98661
(360) 694-3313

Lawson Land Services
113 S Parkway Ave.
Battle Ground, WA 98604
(360) 687-0500

Klein and Associates
Land Surveying
1308 12th St.
Hood River, OR 97031
(541) 386-3322

Terra Surveying
1406 12th Street, Suite 100
PO Box 617
Hood River, OR 97031
(541) 386-4531

SKAMANIA COUNTY AUDITOR'S OFFICE RECORDING FEES:

Plat (1st Page) - \$187.50
Each additional page - \$5.00