

**FORM
G**

**ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT
APPLICATION FOR SHORT PLAT
Preliminary**

Application packages must be submitted in person to Island County Planning & Community Development. Submit the **original plus 3 copies** of the complete and collated application packages (if you are also submitting an Environmental Checklist you will need to add **2 additional** complete packages).

Use the front of this sheet to determine if this is the appropriate application for dividing your land. Once you are able to determine that this is the correct form proceed to the back and provide answers to each of the questions.

If you answer "yes" to any of the first 4 questions you should not be using this form. Each of the questions will tell you which form you should use if you answer "yes."

1. I am dividing my land into 5 lots or more	If you desire to divide your land into 5 lots or more you should be using Form I (Application for Preliminary Long Plat).
2. I am dividing a lot that was previously divided in a separate short plat during the last 5 years <u>and</u> the combined number of lots created between the previous short plat and this short plat exceeds 4 lots (the prior short plat was a 3 lot division and the current short plat is a 4 lot division, the total number is 6 lots within the past 5 years).	If the previous short plat and the current short plat result in more than 4 lots within the last 5 years you should be using Form I (Application for Preliminary Long Plat).
3. I am not creating a new parcel, rather I am adjusting boundary lines between existing parcels.	You should be using the Boundary Line Adjustment application.
4. I am creating parcels that are 10 acres or larger, except in the Commercial Agriculture Zone where I am creating parcels that are 20 acres or larger.	This type of land division is an Unregulated Segregation and is reviewed and processed by the Island County Assessor's Office.

If you did not answer "yes" to any of the above questions, please check one of the following boxes:

- I am proposing to divide my land into 4 or fewer parcels.
- I am proposing to divide my land into 4 or fewer parcels in conjunction with a Planned Residential Development (Form K) or a Site Plan Review (Form D).
- I am proposing to divide my land into 4 or fewer parcels using "Lot Size Averaging."
- I am proposing to divide my land into 2 parcels and the parcel I am dividing was created as part of a previous short plat that was approved in the last 5 years.

1. Provide the legal description of the real property as last recorded (either fill in the following blanks, provide on an attached sheet, or submit a copy of the recorded deed): _____

2. Provide the date that the parcel you are proposing to divide was created as a legal lot(s): _____

3. Provide the total number of lots you are proposing to create: _____; List the size of the new lots:

Lot #1	Lot #2
Lot #3	Lot #4

4. What is the current zoning of your property: _____

5. If you are located in the Rural or Rural Residential zone, are you proposing "Lot Size Averaging?"
Yes _____; No _____

6. What is the proposed density of your development (each new lot will allow a single dwelling unit; how many dwelling units will there be per acre)? _____

7. Describe the proposed source of water supply, including the name of the provider if it is to be served by a public water system: _____

8. Describe the proposed source of sewage disposal, including the name of the district if it is to be served by a sanitary sewer system: _____

9. Provide the Certificate of Transportation Concurrency No. _____

10. Will the proposal access directly onto an adjacent public road? Yes _____; No _____
If yes, provide a copy of the existing Access Permit or submit an Access Permit application with this application. If no, provide documentation of the legal access to a public road.

11. Is the project site within 200 feet of the shoreline? Yes _____; No _____
If yes, a shoreline Substantial Development Permit may be required to complete the application.

12. Describe any existing uses on your property and include any permit numbers for these uses (e.g. single family residence, bed and breakfast, etc.): _____

13. Describe any critical areas and their buffers, on site or off-site when they may affect the proposal.

FORM G – SUPPLEMENTAL PRELIMINARY SHP APPLICATION CHECKLIST

In addition to the items identified in the Master Permit Application Checklist a Preliminary Short Plat application also requires the following additional items. For those items below that must be shown on a plot plan please show them on the same plot plan required under item #5 of the Master Permit Application Checklist – it is not necessary that you prepare two separate plot plans.

Applicant Use	Application Requirements	For County Use Only
_____	1. Legal description of the property as it was last recorded.	_____
_____	2. Copy of an approved Certificate of Transportation Concurrency.	_____
_____	3. Proposed source of water (e.g. water availability verification form, well site verification, or letter of commitment from a water provider.	_____
_____	4. Copies of soil logs registered with the County Health Department or a letter of commitment from a sewer district.	_____
_____	5. Documentation of a legal means of access to a public road (e.g. existing access permit number, access permit application, recorded easement.)	_____
_____	6. Legible short plat map no larger than 24” by 36” that shows the following (when the location of a specific feature or structure is required, a site specific survey by a registered surveyor is encouraged but not required):	_____
_____	a. Location and dimensions of existing structures and other improvements, such as buildings, drainfields, wells driveways, propane tanks, fuels tanks and fences.	_____
_____	b. Location and dimensions of parcel to be divided, showing the full extent of the parcel from which the proposed short plat is to be segregated.	_____
_____	c. Location, dimensions and area of all proposed and existing lots.	_____
_____	d. Proposed lots identified by number (Lot 1, etc.) and proposed tracts, including private roads identified as letters (Tract A, etc.).	_____
_____	e. Approximate location of existing and any proposed accesses to all lots. Include, if available, existing Access Permit numbers.	_____
_____	f. Approximate location, width, and name of each recorded easement, right-of-way for public service or utilities, serving or affecting the subject property, and existing and proposed public and private roads in or adjacent to the site.	_____
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