

**FORM
H**

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

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.

You will use this form for Final Short Plat approval. The bulk of County review occurred during Preliminary Short Plat review so the information that you need to provide for final approval is limited primarily to specific map information and demonstration that you have satisfactorily completed the conditions that were attached to your preliminary approval.

1. Provide the Preliminary Short Plat Application Number: SHP _____ / _____

2. Provide the date that the above Preliminary Short Plat was approved: _____

3. Provide the date of any approved extensions:

Date extension approved: _____; Revised expiration of Short Plat: _____

On the back of this form begins a checklist of items that must be included in this submittal. Many are items that must appear on the map that accompanies your submittal. Please follow the checklist to make sure your application is complete.

Pursuant to Island County Code requirements a Short Plat is not considered final and approved until:

1. A copy of the application with the signature and statement of the approving authority is filed by the applicant with Planning and Community Development.
2. All site and off-site improvements required as a condition of preliminary approval are completed or, at the discretion of the Board of Island County Commissioners by recommendation of the Director and the County Engineer, are secured by bond or other surety.
3. The boundaries of the property and the proposed lots are shown on a site specific survey made by a registered land surveyor or under his direction, in conformance with legal requirements pertaining to surveying.
4. The final survey, approved by Planning and Community Development, is recorded in the Records of Island County at the Auditor's office.

FORM H – SUPPLEMENTAL FINAL SHORT PLAT APPLICATION CHECKLIST

In addition to the items identified in the Master Permit Application Checklist a Final 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. Certificate of Title dated within the last thirty days of the date of submittal.	_____
_____	2. A legible Short Plat survey showing the following elements:	_____
_____	a. Size of paper is 18 inches by 24 inches.	_____
_____	b. The legal description of the land within the subdivision.	_____
_____	c. The boundary lines of the land division showing the full extent of the parcel from which the land division is to be segregated.	_____
_____	d. Set survey corners for each corner of each lot within the plat area of each lot.	_____
_____	e. Boundary lines of all proposed Lots and Tracts.	_____
_____	f. The location of monuments or evidence used as ties to establish the boundaries.	_____
_____	g. The location, dimensions, and auditor’s file number of all easements and/or private right-of-way within or serving the plat, together with the names of all public and private rights-of-way within or adjoining the land division.	_____
_____	h. Identification of private roads as “Private”	_____
_____	i. The location of all improvements, critical areas and their buffers (includes wetlands, streams, special waterfront setbacks, and geological hazardous areas), and other development-limiting overlay zones within the land division.	_____
_____	j. Owner’s consent and acknowledgement of the land division, signed by the Owners of the property.	_____
_____	k. Approved addresses of each lot.	_____
_____	l. The boundaries and locations of all parcels dedicated to the public or reserved for community use.	_____
_____	m. Deeded and as-built center lines of all abutting county rights-of-way and the widths on both sides of centerline.	_____
_____	n. Status of all adjacent properties (e.g. Plat of Whidbey Acres, Division 3, Lot 5, unplatted, etc.)	_____

	<p>o. Agriculture and Forestry Protection Declaration if within 500 feet of an RA, RF or CA zone or mineral lands.</p> <p>p. Name of short subdivision.</p> <p>q. Title block on the lower right corner to include:</p> <p style="padding-left: 20px;">i. Name of the applicant(s), owner(s) and surveyor.</p> <p style="padding-left: 20px;">ii. Date of preparation</p> <p>r. Island County Application File Number and all assessor parcel numbers associated with the proposal in a block on upper right corner of every sheet.</p> <p>s. North arrow.</p> <p>t. Engineering scale (written out) and bar scale.</p> <p>u. Notes of restrictions required by Public Works and Health.</p> <p>v. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of two inches on the left edges and one-half inch on the other three sides.</p> <p>w. The subdivision title and scale shall be shown on each sheet.</p> <p>x. All signatures placed on the Final Short Plat shall be original signatures written in permanent black ink.</p> <p>y. Necessary certificates and declarations, including:</p> <p>Surveyor Certificate.</p> <p>This map correctly represents a survey made by me or under my direction in conformance with the requirements of Island County and the Washington State Survey Recording Act, in the month of _____, [year]</p> <p>_____</p> <p>Signature and Seal Certificate Number</p> <p>Treasurer's Certificate.</p> <p>All taxes levied which have become a lien upon the lands herein described have been fully paid and discharged according to the records of my office, including taxes for the current year, [year].</p> <p>_____</p> <p>Signature and Seal</p> <p>Director's Approval Certificate</p> <p>This plat conforms to the requirements of Subdivisions as established by Chapter 16.06, Island County Code, and is hereby approved this _____ day of _____, _____ [year].</p> <p>Name (current), Director</p>	
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Certificate of Title

Recorded _____, [year], in volume _____, page _____, under Auditor's File Number _____, records of Island County, Washington.

Auditor's Certificate

Filed for record this _____ day of _____, [year], at _____m. in vol. _____ of Short Plats, page(s) _____, under Auditor's File No. _____, Records of Island County, at the request of the Island County.

Island County Auditor

Owner(s) Consent

Know all men by these presents that the undersigned Applicant(s) hereby certify that this _____ is made as _____ free and voluntary act and deed.

_____ - _____ -

Owner's Signature

Owner's Signature

Mortgage or Lien Holder's Signature

Acknowledgement

State of Washington

) ss.

County of Island)

This is to certify that on this _____ day of _____, [year], before me, the undersigned, a notary public in and for the State of Washington, duly commissioned and sworn, appeared _____, to me known to be the individual(s) described in and who executed the foregoing instrument and acknowledged to me that _____ signed and sealed the same as _____ free and voluntary act and deed for the uses and purposes mentioned herein.

Notary Public in and for the State of Washington, residing at _____