

FORM

I

ISLAND COUNTY PLANNING AND COMMUNITY DEVELOPMENT

APPLICATION FOR LONG PLAT

Preliminary

Application packages must be submitted in person to Island County Planning & Community Development. Submit the **original plus 5 copies** of the complete and collated application 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 4 lots or less	If you desire to divide your land into 4 lots or fewer you should be using Form G (Application for Preliminary Short Plat).
2. 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.
3. 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 5 or more parcels.
- I am proposing to divide my land into 5 or more 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 5 or more parcels using "Lot Size Averaging."
- I am proposing to divide my land into 2 or more parcels and the parcel I am dividing was created as part of a previous short plat that was approved in the last 5 years.

All Long Plats require that you have gone through a Pre-Application Conference no more than 6 months prior to submittal of this application. Please provide the date and file number of the Conference.

Date: _____; Pre-Application Conference File Number: PRE _____ / _____

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:	Lot 5:	Lot 6:
Lot 7:	Lot 8:	Lot 9:	Lot 10:	Lot 11:	Lot 12:

If there are more than 12 lots proposed use a separate sheet of paper.

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 located on the site (e.g. wetlands, streams, steep slopes, etc.): _____

FORM I – SUPPLEMENTAL PRELIMINARY PLP APPLICATION CHECKLIST

In addition to the items identified in the Master Permit Application Checklist a Preliminary Long 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 long 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. If applicable, location of proposed open space.	_____
_____	f. Approximate location of existing and any proposed accesses to all lots. Include, if available, existing Access Permit numbers.	_____
_____	g. 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 or	_____

	<p>proposed public/private roads in or adjacent to the site.</p> <p>h. Approximate location of existing drainage patterns and systems including ditches and French drains.</p> <p>i. Location and description of proposed temporary and permanent stormwater systems.</p> <p>j. Location of existing and proposed utilities (e.g. well sites, water and sewer lines, etc.)</p> <p>k. Approximate location of all soil test holes on each proposed lot.</p> <p>l. Distance between exiting and/or proposed property lines and existing structures.</p> <p>m. Title block on the lower right corner of the plat map showing:</p> <p style="padding-left: 20px;">i. Name, address and telephone number of the applicant, and the fee owner(s).</p> <p style="padding-left: 20px;">ii. Date of drawing</p> <p>n. Legal description of the property proposed for division.</p> <p>o. Legend that includes:</p> <p style="padding-left: 20px;">i. Site address if assigned.</p> <p style="padding-left: 20px;">ii. Assessor parcel number(s) of the property proposed for division.</p> <p style="padding-left: 20px;">iii. Total area of the site and area of each existing and proposed parcel.</p> <p>7. Preliminary Drainage Plan.</p> <p>8. Reports, studies or other information required.</p> <p>9. Environmental Checklist.,</p> <p>10. Pre-Application Conference required within the last 6 months, provide date.</p> <p>11. Provide the names and mailing addresses of property owners within a 300 foot radius of the site on mailing address label sheet(s). Also provide an Assessor's quarter section map showing these parcels.</p>	
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