

SHORT SUBDIVISION / SHORT PLAT APPLICATION AND APPROVAL PROCEDURE

STEP #1

- A) Pick up application from Wahkiakum County Building & Planning.
- B) Contact land surveyor or engineer to survey and layout proposed short subdivision / short plat.
- C) Contact Wahkiakum County Health Department for septic/sewer requirements and potable water requirements.
- D) Obtain title insurance report or certificate of ownership from title insurance company.

STEP #2

- A) Submit the completed application with a preliminary copy and PDF copy from the surveyor of a short plat map to Wahkiakum County Building & Planning permit coordinator.
- B) Pay a short plat application fee of \$200.00 plus \$25 per lot. Make check payable to Wahkiakum County.
- C) When A and B above are completed, Wahkiakum County Building & Planning starts a 10-working day review of the proposed short plat for compliance to all applicable ordinances and regulations.
- D) Upon completion of the 10-working day review, the permit coordinator writes a finding of fact on the proposed short plat. The finding of fact is a report on whether the proposed short plat meets all short plat requirements or will need modification before approval can be given.

STEP #3

- A) Two copies of the final map of the short plat, in the size of 18"x 24", will need to be submitted to the permit coordinator.
- B) The final approved short plat will need to be signed by a public notary and all landowner(s) and lending agency who have ownership interest in the property.
- C) The permit coordinator will submit the signed final approved short plat to the Public Works Director, Health Officer and Treasurer for approval and signature.
- D) When all the above signatures and approvals have been obtained the applicant may file the signed map with the auditor. The fee for filing the short plat map with the auditor is \$423.50 for the first page, plus \$5.00 for each additional page.
- E) The auditor requires one copy of the signed final approved short plat. The Building and Planning office makes these copies. The price per copy is \$10.00.
- F) If you plan on 1) selling or transferring the lot(s) of your property either immediately or in the future or 2) requesting an address for the lot(s) created, a Segregation Request form is required by Wahkiakum County Assessor's office to be filled out and submitted to them in order that each lot will have its own parcel number.

Updated 11-5-24

WAHKIAKUM COUNTY
Short Subdivision Application

File # _____
Permit Fee: _____
Date: _____

(Print in Ink or Type – Do NOT Use Pencil)

Name of Applicant: _____ Day Phone (____) _____

Mailing Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Name of Property Owner(s) _____ Day Phone (____) _____
(If different than Applicant)

Mailing Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Contractor/Surveyor: _____ Day Phone (____) _____

Mailing Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Property Address: _____ City: _____

Subdivision/DLC/Short Plat: _____ Lot: _____ Block: _____ Parcel No.: _____

Quarter Section: _____ Section: _____ Township: _____ Range: _____

Existing Land Use: _____ Flood Plain: _____

Shoreline Classification: _____ Comp Plan: _____

Source of Water Supply: _____ Sewage Disposal: _____

Square Footage Computation of Each Lot: 1) _____ 2) _____

3) _____ 4) _____

A REQUIRED SURVEY OF THE PROPERTY IS TO BE PREPARED BY A REGISTERED LAND SURVEYOR OR ENGINEER, UNLESS THE SHORT PLAT ADMINISTRATOR DETERMINES THAT THE PROPERTY HAS PREVIOUSLY BEEN ADEQUATELY SURVEYED AND THE DESIGNATED PROPERTY CORNERS TIED ON LINES AND CORNERS ESTABLISHED BY SUCH SURVEY.

Give a legal description of land to be short subdivided (a copy of deed and land description may be attached hereto)

Give a certification showing the entire contiguous ownership of land in which there is an interest by reason of ownership, contract for purpose, earnest money agreement or option by any person, firm or corporation in any manner connected with the development, and names, addresses and telephone numbers of all such persons, firms, or corporations. Attach this to the application.

Applicant's Signature: _____ **Date:** _____

Wahkiakum County Building & Planning

SHORT SUBDIVISION SUPPLEMENT

(Please Print/Use Ink)

1. EXISTING LAND USE:

COMMERCIAL _____ RESIDENTIAL _____ MOBILE HOME _____
INDUSTRIAL _____ AGRICULTURAL _____ OTHER _____

2. PROPOSED LAND USE:

Lot 1 Lot 2 Lot 3 Lot 4

3. OWNERSHIP: (of parcel being divided and all contiguous parcels owned by applicants)

NAME	MAILING ADDRESS	CITY	PHONE (Day Time)	ASSESSORS PARCEL NO.
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____ / _____

4. OWNER AND DEVELOPERS:

I/WE, THE UNDERSIGNED, CERTIFY THAT THE ABOVE STATEMENTS AND ATTACHED SITE PLANS, PLATS, AND SUPPORTING DOCUMENTS TRANSMITTED HEREWITH ARE TRUE, AND ACKNOWLEDGE THAT ANY PERMIT ISSUED ON THIS APPLICATION MAY BE REVOKED IF IT IS FOUND THAT SUCH STATEMENTS ARE FALSE.

Dated: _____ Signature: _____
Dated: _____ Signature: _____

Short Subdivision No. _____

APPROVALS

Examined for Conditions of Approval
this _____ day of _____, 20____

Wahkiakum County Public Works Director

Examined and Approved this _____ day of _____, 20____

Wahkiakum Health Officer

I hereby certify that all taxes on the land described herein
have been fully paid to and including the year of 20____.

Wahkiakum County Treasurer

SIGNATURE OF OWNERS

Owner(s) _____
Owner(s) _____
Owner(s) _____
Owner(s) _____

ACKNOWLEDGEMENT

STATE OF WASHINGTON } SS
COUNTY OF WAHKIAKUM }

This is to certify that on this _____ day of _____
19____ before me, the undersigned Notary Public, personally appeared
the above signed owner(s), of the land being platted, and to me known to
be the person(s) 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 therein mentioned.

WITNESS my hand and official seal the
day and year last above written

NOTARY PUBLIC in and for the State of Washington,
residing in _____

AUDITOR'S CERTIFICATE

Filed for record this _____ day of _____, 19____,
at _____ M., in BOOK _____ of _____, of
Page _____, at the request of _____

COUNTY AUDITOR _____ DEPUTY AUDITOR _____

SURVEYOR'S CERTIFICATE

This map correctly represents a survey made by me or under my
direction, in conformance with the requirements of the Survey Recording Act
1971, at the request of _____
in _____ of 19____

Certificate No. _____
Date signed: _____

NOTICE: Approval of this Short Plat does not guarantee the issuance of any
future permits. WAHKIAKUM COUNTY has no responsibility to build, improve, maintain
or provide services to property described in this Short Plat.
Additionally, land within this Short Subdivision shall not be further divided for a
period of five years unless a final plat is filed pursuant to Wahkiakum County
Code Chapter 38.17.

THIS DRAWING PREPARED BY:



Wahkiakum County Health Department

**42 Elochoman Valley Rd/P.O. Box 696
Cathlamet, Washington 98612
(360) 795-6207 FAX (360) 795-6224**

Short Plat/Subdivision Requirements and Instructions

Lot size is based on soil conditions, topography, and usage. If conditions are such that the proposed lot sizes cannot be approved due to contour or poor soil conditions, it will be necessary to increase lot sizes as per WAC 246-272A-0320, Developments, subdivisions, and minimum land area requirements.

A minimum of one soil log hole, at least five (5) feet deep and at least 24 inches in diameter, in the area of the proposed drainfield area, preferably dug with a backhoe on each proposed lot with the subdivision. Additional test holes may be required if poor soil conditions are found.

We recommend contacting a septic designer or engineer prior to applying for a soil evaluation from the health department. Septic designers and engineers can give recommendations about the placement of the test holes that the health department cannot. While not required for a short plat or subdivision, three test holes are required for approval of an on-site septic system. It's recommended that you do these while you are doing the subdivision/ short plate process.

Application for inspection must include a map noting proposed lot boundaries with the soil log hole locations noted on the map. Proposed lot lines and soil log holes must be flagged on the site. Specific directions to the property are necessary.

Please provide specific information regarding any existing sewage systems and wells located on or near the property and note these on the map. Uncovering existing septic tanks may be necessary for the Health Department evaluation. Soil log holes on lots with existing residences may be necessary for evaluating future drainfield replacement areas.

Where a subdivision with individual wells is proposed, lots must be configured to allow a one-hundred-foot radius water supply protection zone to fit within the lot lines; or establish a one-hundred-foot protection zone around each existing and proposed well site.

Complete all the information requested on the top-half of the application form. The fee for short plats and subdivisions is \$300 plus \$50 per lot for soil evaluations.

Approval of a short plat or subdivision does not guarantee that permits for on-site sewage disposal will be issued. Complete site/soil evaluations must be done before on-site sewage disposal permits can be issued. Once the proposed subdivision is inspected, written recommendations by the Health Department will be made to Public Works.

WAHKIAKUM COUNTY HEALTH DEPARTMENT
42 Elochoman Valley Rd ~ PO BOX 696
CATHLAMET, WASHINGTON 98612
360.795.6207 or TOLL FREE 888.452.0326

SHORT PLAT/SUBDIVISION APPLICATION

DATE: _____

Applicant Name: _____ Telephone: _____

Address: _____

Directions to Site: _____

Parcel # or SSA # _____ Section: _____ Township: _____ Range: _____

WATER SUPPLY

SQUARE FOOTAGE

Existing Public Water Supply
Name: _____

Lot 1: _____

Proposed Public Water Supply
Name: _____

Lot 2: _____

Individual Wells (private)

Lot 3: _____

Lot 4: _____

Soil logs and site have been properly prepared.

Lot 5: _____

Lot 6: _____

Will call the Health Department when ready.

(attach additional sheet if necessary)

Map noting proposed lot boundaries with soil log hole locations attached.

~~~~~ **OFFICIAL USE ONLY** ~~~~~

**WATER SUPPLY**

Public Water Supply: Water Adequacy~ Yes  No

Letter with Intent~ Yes  No  Source Location ~ Covenants and Easements-Acceptable

**SEWAGE DISPOSAL SYSTEM AND LOT SIZE**

Soil Depth Acceptable  Lot size acceptable

By: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**Approval of this plat does not guarantee that permits for on-site sewage disposal will be issued.**

# Segregation Request

Wahkiakum County Assessor

**Parent Parcel Number (Geo ID) and PID:** \_\_\_\_\_

**Parent Parcel Number of Acres:** \_\_\_\_\_

1. If your parcels will be 5 acres or less, they may be subject to short plat and subdivision rules. Please see the Wahkiakum County Building and Planning Department for more information.
2. Taxes on the parcel **MUST** be paid in full before a segregation can be completed.
3. This form must be filled out in full, with notarized signatures of all property owners.
4. Please attach a sketch or description of any improvements on the property and which parcel they will be on. This ensures that improvement values are placed on the correct parcels.
5. A complete legal description of the parcels **MUST** be attached to this request.

**OWNER NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

*I/we \_\_\_\_\_ do hereby declare that I/we are the legal owners of record and are requesting the segregation of the above listed parcel. I/we are also acknowledging that I/we have read this form in its' entirety.*

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE

STATE OF WASHINGTON  
COUNTY OF WAHAKIAKUM

On this day personally appeared before me \_\_\_\_\_

\_\_\_\_\_ to me known to be the individual in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public in and for the State of Washington residing at \_\_\_\_\_.

\_\_\_\_\_  
NOTARY SIGNATURE

(SEAL/STAMP)

**REGARDING PLACEMENT OF TELEPHONE FACILITIES INTO  
SUBDIVIDED AND/OR NEWLY DEVELOPED PROPERTIES:**

Centurytel offers developers and property owners two options for the placement of telephone facilities into subdivided properties. With either option, a contractual agreement must be in place prior to any engineering design work and construction scheduling for the placement of those facilities. Please note that the property owner / developer pays the cost associated with design as well as labor and material costs in full prior to construction. The developer is then entitled to refunds based on future telephone service connections during the five years from installation of facilities.

The developer will be asked to furnish Centurytel with two full-size plat maps of the properties. One of these must reflect local PUD design for the placement of power lines to and within the properties. A second plat map will be used for the return of a telephone conduit design to the developer, should that applicable option for the placement of telephone facilities be chosen.

Our present timeframe from the beginning of the design process to the scheduled construction completion date is approximately 60 to 120 days from receipt of signed contract and payment.

For further info please contact:

Joe Gilmore  
Centurytel Engineer II – Plant Facilities  
360-942-3704