

CITY OF WHITE SALMON

SHORT SUBDIVISION CODE

CHAPTER 16.65: SHORT PLATS AND SHORT SUBDIVISIONS

16.65.020 – Applicability of Chapter Provisions.

Every division of land into four or less lots, tracts, parcels, sites or subdivisions for the purpose of sale, lease, transfer of ownership, or for any other purpose shall proceed in compliance with this chapter. The total number of lots includes only those lots under five acres in size and does not include public dedications.

16.65.040 – Restriction on Further Divisions.

Lots within a short plat subdivision, approved within five years immediately preceding, may not be further divided until a final (long) plat of the re-subdivision has been approved and filed for record pursuant to this code, Chapters 16.05 through 16.90 inclusive. When the original short plat subdivision contains less than four lots, the above prohibition shall not apply to the creation of additional lots, not to exceed a total of four within the five-year period, including original number of lots.

16.65.050 – Application.

(A) General Contents

(1) Completed short plat application form, (2) One original Mylar of the short plat, (3) Four blueprints copies of the Mylar, (4) short plat certificate, (5) Short plat fee.

(B) Forms Requirements

Name, Address, Telephone of owner and Notarized signatures, (2) Existing zoning classification, (3) The section, township and range, and the county assessor's tax lot number, (4) The proposed source of water supply, (5) The proposed method of sewage disposal, (6) Legal description of the entire contiguous property/ or a copy of deed containing the legal description, (7) The proposed use of lots within the short plat subdivision.

(C) Map and Survey Requirements

On sheet of stable base Mylar polyester film provided by the city having dimensions of 18" by 24" / Written in permanent medium. Surveys are required for all short-platted lots less than 1/64 of a section/ 10 acre or less: (1) Boundaries, (2) Lots, (3) Scale, (4) Features, (5) Legal Description, (6) Surveyor Certification, (7) Certificate Block: Owner Consent + Dedications, (8) Official signatures, (9) Notice of Future Plats, (10) Private Roads Notice, (11) Surveyed Discrepancies, and (12) Sewage Disposal System.

(D) Title Report

Short Plat certificate confirming that title of the lands described by the short plat in the name of the owners signing the certificate.

(E) Fee

In accordance with city's fee schedule (3.36.010: Fees Imposed), Checks made to the City of White Salmon. Fees are not refundable.

16.65.060 – Application Procedures.

(B) Receipt and Distribution of Copies:

(1) Any property owner intending to divide land by this chapter shall obtain a short plat application form and map sheet from the city. The applicant shall then complete the application and map sheet listing all required information as outlined within Section 16.65.050. (a) Sewage Disposal System ~ Site evaluations by the district health office (Klickitat County, only on septic tank or CWS PW for city sewage) – shall obtain the applicant prior to the submission. (b) Maintenance of Private Roads: If serving two or more lots shall be accompanied by a private road maintenance agreement signed by the short plat subdivider. The agreement shall be recorded with the Klickitat County Auditor.

(2) Upon Submission of a short plat application, a date of receipt shall be affixed on the application. Administrator determines if requirements have been met. If lacking sufficient information, shall be rejected accompanied by a written statement citing the reason for rejection.

(3) Upon acceptance of application, administrator to distribute copies of the packet as necessary: (a) City public works department (b) City Clerk (c) Health District (d) City planning commission (e) Washington state department of transportation ~ if the short plat is located adjacent to the ROW of a state highway (f) Any state or local agency which may have interest in the short plat ~ determined by administrator (g) mail notice of the proposed short plat to the latest recorded real property owner as shown by the records of the county assessor, who share a common boundary line with property being short platted ~ by USPS First Class Mail.

(C) Findings and Comments

Administrator may request specific input from (1) Public works director/ designee for (a) road access, surface drainage and road construction comply with current City standards (b) city utilities and fire protection are available to each lot or indicate the improvements that will be needed. (2) Clerk/ Treasurer: if property is clear of City liens and assessments. (3) Washington Dept. of Fish and Wildlife: notified if property has special species or habitat concerns. (4) District health officer (a) Water supply methods and sanitary sewer disposal methods contemplated for use in the proposed short plats, do or do not conform with current standards; and (b) Where sanitary sewers are not available, that each lot contains adequate area and proper soil, topographic and drainage conditions to be served by an on-site sewage disposal system.

(D) Summary determination of compliance

The administrator shall review all information relevant to the short plat proposal and prepare a findings document for planning commission consideration per Chapter 19 Administrative Procedures. The administrator may approve a short plat as a type I-B application administratively if, after considering the application and the response from adjacent property owners, the administrator deems the application to be complete and consistent with the city standards. If, after the administrative check for compliance, the administrator in his or her discretion deems the application to warrant further public input and/or planning commission review, the administrator shall process the application thereafter as a type II application and shall prepare a staff report and shall make a recommendation that the planning commission: (1) approve the short plat, with or without concerns (2) return the short plat for correction/ construction of improvements in a manner consistent with official findings or (3) Disapprove the short plat with written findings.

(E) Conditional Approval.

If the preliminary approval of the short plat requires the meeting of conditions, construction of private roads and/or water systems, or the applicant needs time to obtain required certifications, then the applicant's short plat shall be granted conditional approval for up to a two-year period, or as otherwise provided by state law, to provide time to complete the conditions.

Upon fulfillment of the conditions of preliminary approval, and upon acceptance of such proof by the administrator, the administrator shall then proceed with the final approval of the short plat. Upon application by the applicant within the initial conditional approval period, the administrator may, if the applicant has demonstrated good cause, grant a reasonable extension of the conditional approval period.

(F) Final Approval and Recording

Final Approval and Recording. After the application and short plat has met all the requirements of this chapter - the subdivider has provided all required documentation and certifications, applicant has paid the short plat fee and written approval by the administrator, public works director, health district officer, city clerk and county treasurer has been inscribed upon the face of the short plat map. The short plat shall be deemed approved when the final short plat is recorded with the Klickitat County auditor.

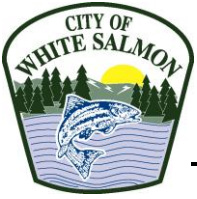
It is the responsibility of the short plat subdivider to record the short plat map with the county auditor. The short plat subdivider shall pay the current recording fee. Upon recording the short plat map, the administrator shall obtain one copy of the short plat for city records.

(G) Unapproved short plats shall not be recorded

Unapproved Short Plats shall not be Recorded. The applicant shall not submit to the Klickitat County auditor any short plat that does not bear the city's certificate of approval. Filing a short plat without the city's certificate of approval shall be a violation of this chapter.

**A pre-application conference is available upon request. To be meeting with the City Administrator/ Planner, Building-Code Enforcement Officer/ Fire Chief, and Associate Planner. Pre-application fees shall be applied towards application fees if application is submitted within six months of pre-application conference/ site visit, as applicable.*

Pre-application conference fee: \$300 for General, \$750 for Subdivision. Zoning inquiry fee: \$65 per hour beyond first 15-minutes. (as per WSMC 3.36.010)



CITY OF WHITE SALMON

SHORT SUBDIVISION APPLICATION

Date: _____ Physical Address: _____

Applicant: _____

Property Owner Email Address: _____

Property Owner Mailing Address: _____

Property Owner Phone Number: _____

Representative for Applicant: _____

Representative Email Address: _____

Representative Mailing Address: _____

Representative Phone Number: _____

Klickitat County Parcel Number: _____

Klickitat County Legal Description: _____

White Salmon City Zoning Classification: _____

Proposed Plat Name: _____

Number of Proposed Lots: _____ Individual Proposed Lot Sizes:

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

Proposed Use of Lots: _____

Proposed Water Supply Source: _____

Proposed Wastewater Disposal Method: _____

Please Provide Any Additional Information Related to This Proposal: _____

Incomplete application will not be accepted. Please ensure that all submittals are included.

FOR CITY USE:

• Water Official City Representative: _____

 Note: _____

• Wastewater Official City Representative: _____

 Note: _____

• Road Classification as deemed by City Administrator: _____

• Fire Protection Official City Representative: _____

 Note: _____

CITY OF WHITE SALMON: PROJECT EVALUATION

BUILDING/ PLANNING DEPARTMENT

Date: _____ Evaluation by: _____

Findings & Recommendations: _____

PUBLIC WORKS DEPARTMENT

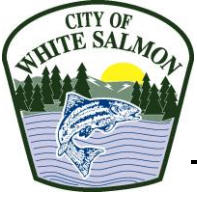
Date: _____ Evaluation by: _____

Findings & Recommendations: _____

CITY ADMINISTRATOR DEPARTMENT

Date: _____ Evaluation by: _____

Findings & Recommendations: _____



CITY OF WHITE SALMON

SHORT SUBDIVISION APPLICATION

Proposed Plat Name: _____

As the property owners of the real property described in this proposal, our signatures indicate our approval of this proposal, with the understating that the proposal is subject to review, approval, and /or denial under White Salmon Municipal Code 16.65.

I/we hereby provide written authorization for the City to reasonably access to the subject property to examine the proposal and carry out the administrative duties of the White Salmon Municipal Code.

We, the undersigned, hereby certify **that we are the owners of said tract of land**, that we give our consent for the proposed short subdivision of said land into lots as shown, and that the easements on the short plat are hereby granted for uses thereon.

Date: _____

Applicant: _____

Applicant: _____

Applicant: _____

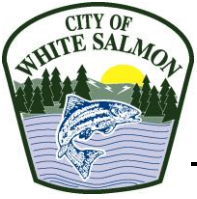
Applicant: _____

STATE OF _____)
) ss.
COUNTY OF _____)

On this day personally appeared before me _____
_____ to be known to be the
individual described in and who executed the within and acknowledged to me that _____ signed the
same as _____ free and voluntary act and deed for the purposes therein mentioned.

Given under my hand and official seal this _____
day of _____, _____.

Notary Public in and for the State of _____,
residing at _____.
My appointment expires _____.



CITY OF WHITE SALMON

SHORT SUBDIVISION APPLICATION

Proposed Plat Name: _____

We, the undersigned, hereby certify that **we hold a vested interest of the said tract of land**, that we give our consent for the proposed short subdivision of said land into lots as shown, and that the easements on the short plat are hereby granted for uses thereon.

Date: _____

Applicant: _____

Applicant: _____

Applicant: _____

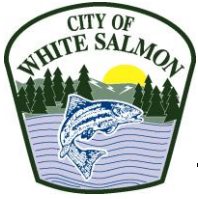
Applicant: _____

STATE OF _____)
) ss.
COUNTY OF _____)

On this day personally appeared before me _____
_____ to be known to be the
individual described in and who executed the within and acknowledged to me that _____ signed the
same as _____ free and voluntary act and deed for the purposes therein mentioned.

Given under my hand and official seal this _____
day of _____, _____.

Notary Public in and for the State of _____,
residing at _____.
My appointment expires _____.



SHORT SUBDIVISION – FREQUENTLY ASKED QUESTIONS

The City of White Salmon Permitting has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and question arise, current codes and regulations are final authority. Because the codes and regulation may be revised or amended at any time, consult the City of White Salmon Planning Department staff to be sure you understand all requirements before beginning work. It is the applicant’s responsibility to ensure that the project meets all requirements of applicable codes and regulation. This bulletin is not intended to replace legal, engineering, or other professional services, but should help applicants decide when such expert assistance is needed.

WHAT IS A SHORT SUBDIVISION?

When property owners want to sell, trade, or give away a portion of property to someone other than an owner of an abutting property, it must first be subdivided. (Land may be transferred to an abutting property owner through a process known as “Boundary line Adjustment”). A short subdivision, often called a “Short Plat,” is a division of property into four or fewer lots within City limits.

Here is an example to help illustrate a short subdivision: If property owners want to sell half of an existing lot, it must first be subdivided into two “Legal Lots,” one that the applicant will want to keep, and one lot to sell. Everyone who shares ownership or who has an interest in the property (e.g., spouse, partner, mortgage company, real estate contract holder, etc.) must agree to sign on the face of the final short subdivision document.

After the recoding of a short plat, a property owner must wait five years before short platting again. However, a property owner may further subdivide for a total of 4 lots within the five-year time frame via the formal plat process.

For information regarding the laws governing subdivision, see Chapter 58.17 of the Revised Code of Washington (RCW) and Title 16 of the White Salmon Municipal Code (WSMC).

WHY ARE SHORT SUBDIVISION NECESSARY?

State and City Laws require short subdivision for the following reasons:

- To ensure that the new lots meet minimum zoning requirements for building .
- To protect the interested of the seller, buyers, builders, and neighbors.
- To prevent or mitigate drainage problems, access and traffic safety problems, and public health hazards.
- To plan wisely for community growth and neighborhood traffic circulation.
- To maintain accurate public records of land division.

WHEN IS IT UNNECESSARY TO SHORT SUBDIVIDE?

Chapter 16.65.030 of the White Salmon Municipal Code provides the following exemptions when a short subdivision is not required:

- Division of land for cemetery or burial plot, while used for that purpose.
- When creating division of land into lots, tracts or parcels in which each lot is 10 acres or larger. Where a road constitutes a lot border or portion thereof, the lot area may be computed from the centerline of such road.
- Any division of land made by a court order, or as required by laws of statewide application dealing with distribution of real property, provided the city is notified of any such action and is allowed to intervene to ensure compliance with its land use regulations.
- Any conveyance of land to a governmental agency or a junior taxing district or any conveyance of land for public purposes to any public or private utility, including but not limited to the following services: roads, telephone, television, electric, water, sewer, or natural gas.

- A division made for the purpose of alteration by adjusting boundary lines, between platted or un-platted lots or both, which does not create any additional lot, tract, parcel, site or division which contains sufficient area and dimension to meet minimum requirements for width and area for a building site pursuant to the applicable zoning regulation.
- When dividing land by adjusting boundary lines, as long as the division does not create any new lots or reduce an existing lot to an area insufficient for a building.

Note: A boundary-line adjustment required review and approval by City of White Salmon Planning Department. Also see Chapter 16.70, Adjusting Boundary Lines.

In all cases where property owners may be considering one of the exemptions listed above consulting with Permitting staff before proceeding is recommended. Parcels that fail to meet City of White Salmon zoning, health, or access requirements will not be granted a building permit.

WHAT ARE THE COSTS?

Applicable fees for short subdivision vary significantly and depend on many factors. The fees are subject to change by the White Salmon City Council. Refer to the current list of imposed fees, available in Chapter 3.36.010, for specific amounts.

Some or all of the City of White Salmon fees listed below must be paid, depending on the specific circumstances:

- Pre-Application Conference review fees (Required for all applications).
 - \$300.00 General, \$750.00 Subdivision, \$65.00 Zoning Inquiry
- Short Plat Application review fee (Required for all application).
 - Short Subdivision
 - \$1,500.00 + \$75.00 per Single Family Lot.
 - \$2,000.00 + \$75.00 per Town House, Multi-family Lot.
 - \$2,000.00 + \$75.00 per Binding Site Plan Lot.
- State Environmental Policy Act (SEPA) review fee (May be required).
 - \$500.00 Checklist Determination + \$2,500.00 Environmental Impact Statement.
- Critical Areas review fee (May be required).
 - \$650.00 Review.
- Variance review fees (May be required).
 - \$750.00 Each Variance.
- Site Inspection fees (May be required).
 - \$65.00 per Hour.

Additional costs and expenses include the following:

- Right-of-Way restoration financial guarantee (May be required).
- Health department review fees (Required for septic method of disposal with Klickitat County).
- Special studies such as a downstream drainage analysis, soil report, wetland study or traffic analysis.
- Engineering costs for surface water drainage plans and road plan and profiles.
- Cost of constructing and installing roads and drainage systems, water supply lines, wastewater lines and other required utilities.
- Performance and maintenance bonds.
- Fees for the preparation of the final short plat recording documents (by a land surveyor).

WHAT ROAD AND DRAINAGE IMPROVEMENTS ARE REQUIRED?

Road improvements typically are required to ensure that a proposed property has adequate access. Aspects of neighborhood circulation and road patterns will also be evaluated. Applicants may have to construct or improve roads, both on and off site, to provide adequate access. The following may apply to a proposed short subdivision [See Chapter 17.65.070 of White Salmon Municipal Code.]:

PUBLIC STREETS

Applicants may have to dedicate (deed) some land to widen an existing public street right-of-way, to obtain off-site dedications to extend an existing neighborhood street to serve the proposed property, or to ensure that access for future development is adequate. Property owners may also be required to improve a public street if existing construction does not meet current codes.

PRIVATE ROADS

Private roads may be permitted when public right-of-way is not required, no public safety hazards will result, and only a limited number of lots are being served.

Right-of-way and improvement requirements for private roads vary greatly, depending on lot size, the potential and actual number of lots served, and the existing street network. To design plans; then the road construction must be inspected and approved. Under certain conditions, applicants may complete final recording of the shot plat before the road improvements are constructed, by posting financial guarantees or other acceptable securities to guarantee completion of the required improvements within one year of final short plat approval.

UTILITY AND DRAINAGE EASEMENTS

Easements for electric, telephone, water/wastewater, gas and similar utilities shall be of sufficient width and location to allow for proper maintenance and to permit future utility installations. Easements for drainage channels and storm sewers, where used, shall be provided and shall be of sufficient width and proper location to permit installation and maintenance. [See Chapter 16.65.070(G) of White Salmon Municipal Code.]

DRAINAGE

Drainage facilities are required to ensure that a short subdivision does not cause an increase in peak surface water runoff to downstream properties. A review for drainage impacts is required for any proposed short plat if any of the following conditions apply: [See Chapter 17.68.180(B)(3) or 13.01.050 of White Salmon Municipal Code.]

- More than 2,000 square feet of new impervious surface is created
- The property contains or abuts a flood plain, stream, lake, wetland, closed depression, or a critical area
- Typical drainage requirements include on-site water retention/detention facilities, water quality systems, stream bank stabilization, and the creation of drainage easements and setbacks.

WHAT FINANCIAL GARANTEES ARE REQUIRED FOR IMPROVEMENTS?

If property owners are required to construct road or drainage improvements as a condition of approval, a financial guarantee must be posted before construction begins, to ensure that conditions are met or the site is restored and stabilized.

The types of financial guarantees and amounts vary according to the types of improvements.

The financial guarantees typically required for a short subdivision include the following:

- Right-of-Way and/ or Site Restoration Performance
- Maintenance and/ or Defect
- A financial guarantee may be in the form of an assignment of funds with a bank or lending institution or a bond. Each form also requires a signed agreement from an applicant or a legal representative.

WHAT ADDITIONAL ITEMS MAY BE REQUIRED FOR SHORT SUBDIVISIONS?

In addition to road and drainage requirements, the following approvals are typically required:

PUBLIC HEALTH

Installation of toilet facilities and connection to systems is required when: (A) The owners of all houses, buildings or properties used for human occupancy, employment, recreation or other purposes, situated within the city and abutting on any street, alley or right-of-way in which there is now located, or may in the future be located, a public sanitary sewer of the city, are required, at their expense, to install suitable toilet facilities therein, and to apply for a permit and pay the fees therefor to connect such facilities directly with the proper public sewer in accordance with the provisions of this chapter, within one hundred eighty days after the date of official notice to do so, providing that such public sewer is within one hundred feet of the property line. (B) The owner shall make connection to the public sewer system within one hundred eighty days after the permit to connect is issued. [See Chapter 13.12.030 of White Salmon Municipal Code.]

If City water or wastewater systems are not within adequate reach as pursuant to 16.65.070, Klickitat County Department of Public Health must approve the water supply and means of sewage disposal.

If a proposed project will be on a septic system, preliminary Health Department approval must be obtained before filing a short plat application. Final Health Department approval is required before short plat recording. In some cases, preliminary approval from the Health Department requires hiring a consultant to conduct an on-site sewage disposal design. Health Department approvals sometimes are delayed for worst case design conditions (winter percolation tests). The design and delays in obtaining approvals can be very costly if new regulations are implemented, or if zoning is revised before a proposed short subdivision application is submitted to the City of White Salmon. A proposed short subdivision is not vested until a short subdivision application is complete and accepted as processing.

CRITICAL AREAS DESIGNATION

If the lots in a short plat application are proposed to be served by either an on-site septic system for sewage disposal, as noted above an applicant must first obtain preliminary Health Department approval. Before the Health Department will accept an application for this purpose, the applicant must determine the location of any critical area on the site, such as wetlands, streams, ponds, steep slopes and landslides hazard areas. The Critical Areas Designation is performed by Staff. If an applicant suspects Critical Area features are present on the short plat parcel, it may be advisable to first hire a professional consultant (e.g., a wetland biologist or geologist) to evaluate and delineate the Critical Area feature before coming to permitting for a Critical Areas Designation.

Note that regardless whether the lots in a proposed short plat will be served by a public sewer and water system, or by a private septic system, or by a private or community well, if an applicant suspects that a Critical Area may exist on the short plat parcel, it is advisable to complete a Critical Areas Designation before submitting a short plat application, since the presence of a Critical Area can significantly limit the land area of a site which can be developed. [See Chapter 18.10.111 of White Salmon Municipal Code.]

ENVIRONMENTAL PROTECTION (SEPA) REVIEW

The State Environmental Policy Act (SEPA) process identifies and analyzes environmental impacts associated with governmental decisions. These decisions may be related to issuing permits for private projects, constructing public facilities, or adopting regulations, policies, and plans. The SEPA review process helps agency decision-makers, applicants, and the public understand how the entire proposal will affect the environment. SEPA can be used to modify or deny a proposal to avoid, reduce, or compensate for probable impacts. Ecology oversees the rules and guidance for the state and provides technical assistance to agencies, applicants, and citizens as they participate in the SEPA review process. The law requires all state and local governments to:

- "Utilize a systematic, interdisciplinary approach which will insure the integrated use of the natural and social sciences and the environmental design arts in planning and in decision making which may have an impact on man's environment."
- Ensure that "environmental amenities and values will be given appropriate consideration in decision making along with economic and technical considerations...." [See 43.21C.030 of the Revised Code of Washington.]

Find more resources at ecology.wa.gov/regulations-permits/SEPA-environmental-review. [See Section 197-11-960 of the Washington Code/ Chapter 18.20 of the White Salmon Municipal Code.]

FIRE SAFETY

Fire hydrants and water mains may be required in a proposed short subdivision. Appendix C: Fire Hydrant Locations and Distribution of the 2015 International Building Code (IBC), lists a minimum hydrant to have an average spacing of 500 feet in-between with maximum distance of 250 feet from any point on street or road frontage to a hydrant. Actual requirements will depend on the number of lots served, existing water pressure and capacity, fire hydrant location, and accessibility for fire-fighting equipment. A Fire District Report may necessitate verification of access, hydrant location, actual water pressure, and flow capacity for fire-fighting equipment. Appendix D: Fire Apparatus Access Roads of the 2015 IBC, addresses access and turnaround requirements; The City of White Salmon Municipal Code Chapter 16.45.030(4), states a Cul-de-sac shall be designed so as to provide a circular turnaround right-of-way at the closed end with a minimum radius of forty-five feet for all dead ends.

TAXES

All property for the current year due taxes must be paid with Klickitat County before the short subdivision may be recorded. Find property tax information by searching by parcel number, or property address, at www.klickitatcountytreasurer.org/propertysearch. [See Chapter 18.20.160 of Klickitat County Municipal Code.]

HOW SOON CAN A SHORT SUBDIVIDED PROPERTY BE DIVIDED AGAIN?

Property owners must wait five years from the date of recording to subdivide again. However, the five-year waiting period does not apply if the formal subdivision process is used. The formal subdivision process requires approval by the City of White Salmon and to be within a total of four lots. [See Chapter 16.05.020 of White Salmon Municipal Code.]

WHAT IF LAND PARCELS ARE BOUGHT WITHOUT FIRST BEING SUBDIVIDED?

If a parcel of land is bought without first being subdivided, civil suit and / or criminal prosecution against both the seller and agent may result. A person who knowingly buys a lot that was not legally created will not be able to get building and other permits for the property.

Property owners may offer lots for sale before short subdivision final approval. Lots may be advertised, and earnest money may even be paid, but it is against State Law to transfer Title until the short subdivision is recorded. Sale offers should be worded carefully to comply with State Law.

WHAT PROCEDURES MUST BE FOLLOWED?

Although obtaining approval of a short subdivision can be described as taking place in generally two phases, preliminary approval and final approval/ recording, the following seven steps describe the City process in more detail.

- Pre-application meeting.
- Application submittal
- City staff review of the application and granting Preliminary Approval
- Engineering Plan review for required infrastructure improvements
- Construction
- Final review and recording
- Maintenance/ Defect Warranty

Before beginning the process of short subdividing a parcel of property, review the following information to thoroughly understand the procedures and steps involved. Most applicants find that hiring a consultant with expertise in the short subdivision process is the best approach to handling their application. Note that the services of a licensed civil engineer and a licensed land surveyor will be required to complete certain steps in the short plat application process.

STEP ONE: MANDATORY PRE-APPLICATION MEETING

A Pre-application meeting must be scheduled. At this meeting, the short subdivision process will be discussed in more detail, as well as site-specified issues. Customers will be informed about zoning requirements such as lot size, lot width and density; whether a

proposal will be affected by SEPA; whether a site is in a mapped critical area; and general health, access, drainage, and utility requirements. During this meeting, issues involving difficult site constraints may also be discussed

To schedule a Pre-application Meeting, applicants will be required to contact the City's Planning Department for availability. A proposed site plan drawn to scale showing geographic features such as adjacent streets, existing buildings, and critical areas if any are known to be present; a list of issues and questions; and a monetary deposit. The applicant must attend this meeting with their professional consultant (e.g., civil engineer), and at the meeting City staff will provide an acknowledgement of assurances unavailable on the proposal, in accordance with Chapter 19.10.090.

The application package for the Pre-Application Conference must be submitted in person by appointment at White Salmon's City Hall. Attendance at this meeting is required prior to proceeding to Step 2 described below and filing of a short subdivision application. *Review fees will be charged for this meeting.*

STEP TWO: APPLICATION SUBMITTAL

Every short subdivision application includes the following:

- A completed Short Subdivision Application Form
- A map/ site plan prepared in accordance with White Salmon Municipal Code 16.65.050 (C), including field survey information developed by a licensed land surveyor.
- Preliminary approval by the Klickitat County Department of Public Health if an on-site septic system is planned, or the submittal of Water and Sewer Certificates from the City's Public Works Operations Manager.
- A current Title Report.
- Copies of any easements, deed restrictions, or other encumbrances that may restrict the use of the property.
- Documentation of lot creation.
- Road classification determination from the City's Administrator.
- A completed Environmental Checklist if the short subdivision application is subject to the state Environmental Policy Act (SEPA).
- Fire Protection Code met as directed by local Fire Chief.
- Drainage Analysis and a conceptual drainage plan for storm water control.
- A copy of completed applications for other permits that are to be processed with the short subdivision application, or copies of related permits that have already been issued.

VESTING

Once Permitting determines that an application has submitted a complete application, a proposed project is vested and will be subject to the rules in effect on the vesting date. However, for short plat applications that are subject to environmental review under the State Environmental Policy Act (SEPA), the project will be vested to the ordinances in effect at the time of the SEPA threshold determination, if significant adverse impacts will occur without conditions to mitigate the project's impacts. [See Chapter 197-1-660(1)(a) of the Washington Administrative Code (WAC).]

Application containing material errors will be withdrawn, i.e., canceled by permitting, and any resubmittals by the applicant will be treated as a new application. A material error refers to an error in fact or an omission of substantive information that would affect the outcome of the approval.

Note that if an applicant initiates any changes to a vested application and these changes are not required by City staff but rather by the applicant, and if the changes will result in a substantial change to a project's review requirements, the application will be treated as a new application for the purposes of vesting. Examples of such changes include creating new lots, eliminating open space, or modifying short plat conditions.

PUBLIC NOTICE

Once customers have submitted an application, a notice must be posted describing the proposed land used action on the property. Notices are mailed to neighbors and to appropriate jurisdictions and may also be mailed to other interested parties, as well as local and community newspapers. Fees associated with public notices include cost of a 2-week newspaper legal notice and twice the current postage fee for each neighbor, appropriate jurisdictions and other interested parties.

STEP THREE: APPLICATION REVIEW AND PRELIMINARY APPROVAL/DENIAL

Staff will review the application for a short subdivision to ensure that it meets the City of White Salmon requirements. A determination will be made no more than within 30 calendar days. The review process may include a visit to the site by relevant City staff that has not previously seen the property, and applicants may be required to submit additional information or revise a proposal to comply with City regulations such as Critical Area requirement (e.g., wetlands, streams, floodplain, steep slope and landside hazard requirements).

Note that under state statutes, SEPA review is required for the following short subdivisions:

- Resubdivision of a recorded short plat
- Short subdivisions of land covered by water.
- Short subdivision where an applicant is required to get a Construction Storm Water General permit from Washington State Department of Ecology, prior to beginning construction activities for the short plat. This state permit is required when there will be a cumulative disturbance of 1 acre or more of land to develop the short plat, including consideration of future residential building in the short subdivision.

[For more information on the Construction Storm water General Permit, visit <https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits>. For more information on the SEPA process, visit <http://ecy2.wa.gov/programs/sea/sepa/e-review.html>.]

PRELIMINARY DECISION

Following completion of the review process, applicants will receive either preliminary approval with a list of conditions which must be satisfied to achieve final short subdivision approval, or a notice of denial with an explanation of why an application was denied.

Preliminary approval is effective for 24 months. If any of the conditions of approval are not satisfied and the final short subdivision is not recorded within the effective time, the preliminary approval becomes void.

Site construction may not begin until the following requirements are met:

- Preliminary approval has been granted
- Engineering plans, if required as a condition of preliminary approval, are approved
- A financial guarantee for required restoration has been posted and applicable fees paid
- A preconstruction conference has been held with the City.

APPEALS

Decisions relating to short subdivision approval or denial may be appealed to the Planning Commission by any aggrieved party, including the applicant and neighborhood residents.

Note: A short subdivision is classified as a Type I-B decision and is appealable to the City's Planning Commission. Specific appeal instructions are included with the written decision and the Notice of Decision. Appeals must include a detailed reason for the appeal along with a fee payment.

If an appeal is filed, the Planning Commission will set a date for the appeal hearing. If a proposed project involves other land use appeals, such as those for SEPA, rezones, or Conditional Use Permits, hearings for the short subdivision and other types of appeals will be consolidated into one proceeding. Chapter 19.10.29 – 19.10.340 of the City of White Salmon Municipal Code provides for the consolidation of hearings and authorizes the Planning Commission to make final decisions on such consolidations.

STEP FOUR: ENGINEERING PLAN REVIEW

Typically, a key requirement for preliminary short subdivision approval is the provision of road and/ or drainage improvements. Designing and constructing road or drainage improvements will probably be the most costly requirements for a proposed short subdivision.

If the application is conditioned upon construction of road or drainage improvements, whether public or private, the applicant will likely be required to submit a detailed engineering plan that is prepared by a civil engineer licensed in the State of Washington. This engineering plan should show the existing property and proposed improvements. White Salmon's City Administrator or Public Work's Operation Manager reviews engineering plans to ensure that the design complies with the City's standards and specifications for roads and drainage.

To obtain engineering plan approval following short subdivision preliminary review, applicants must address all redline comments and Right-of-Way restoration financial guarantee.

STEP FIVE: CONSTRUCTION

Following approval of the engineering plans, an applicant and/or the applicant's contractor must set up a preconstruction conference with Staff. Applicants will not be allowed to construct the improvements as part of a short subdivision until after this meeting. Throughout construction, a site will be subject to regular inspections. If construction is not completed within two years from the date of engineering plan approval, applicants may be asked to pay additional inspection fees.

Inspections are required to ensure that construction follows the approved plan and City of White Salmon specifications. Applicants may have to correct facilities that fail to meet minimum standards or that were not identified on the approved design. Applicants will also have to regularly maintain erosion control facilities or cover disturbed soils until construction activities cease and the site is stabilized.

When improvements are complete, a final inspection will be necessary for the City of White Salmon approval, and release of financial guarantee(s).

STEP SIX: FINAL REVIEW (RECORDING)

All short subdivisions require final review prior to recording. The final short plat must be prepared by a Professional Land Surveyor licensed in the State of Washington.

Prior to final approval and recording, Staff will review the final submittal to verify that all technical survey information is consistent with state and local regulations and that all conditions of the preliminary approval are satisfied. The final submittal is also reviewed to verify that all title encumbrances have been addressed.

Property owners have an option to complete road and drainage improvements before recording, or post a performance financial guarantee to ensure that improvements will be completed within two years from the date of recording.

Once a proposed short subdivision is ready to be recorded, applicants will be notified of the exact recording fee from Klickitat County. All property taxes and application review fees that are owed must be paid prior to recording. Once all review conditions have been satisfied, Klickitat County Staff will process the proposed short subdivision. After a short subdivision is recorded, the proposed lots will be considered Legal Lots that may then either be sold or transferred, and for which building permit applications may be submitted to the City of White Salmon.

STEP SEVEN: MAINTENANCE/ DEFECT WARRENTY

If a short subdivision requires Public Street improvements valued at more than \$1,000, applicants will be required to post a maintenance financial guarantee for the roads. This financial guarantee is required to warranty that the workmanship, materials, and design of the roads will be free from defects for at least two years.

If a drainage retention/detention facility is required for a proposed short subdivision, property owners must post a two-year maintenance and defect financial guarantee. This financial guarantee is required to ensure maintenance of the drainage facilities and repairs of any failures in design, workmanship, or materials for at least two years. City of White Salmon will monitor drainage systems and may notify property owners of needed maintenance or repair during the two-year period.

Release of the financial guarantee will require re-inspection by the City of White Salmon.