PEND OREILLE COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT
418 S. Scott Avenue
P.O. Box 5066
Newport, WA 99156
(509) 447-4821
pendoreilleco.org



SHORT PLAT APPLICATION

In order to expedite the process, please read carefully and submit the required information and documents. Please submit all required materials to the Pend Oreille County Community Development Department.

General Information

- This form is used in order to divide land to create 4 or less parcels.
- A title report must accompany this application.
- Please contact the Tri-County Health District at (509) 447-3131 for their fees and requirements for sewer systems. The Health Officer shall report to the Community Development Director on their approval of the sewage disposal arrangements prior to submission of the plat for final approval.
- Within a short plat, no dwelling may be constructed or located on a lot or tract prior to the approval of a domestic water source acceptable to the County Health Officer.
- The proposal, structures, and roads must be in compliance with County building, zoning, development codes, and applicable road standards.
- All taxes must be paid on the subject properties prior to final approval.
- Short Plat Applications are approved by the Community Development Director or his designee.
- The final plat must conform substantially to the preliminary plat and must also conform to the conditions imposed by the County.
- "Substantial changes" shall be treated as a new application for the purposes of vesting. These include:
 - 1. The creation of additional lots.
 - 2. Changes in access points.
 - 3. Changes that may lead to manmade or natural environmental impacts that were not addressed in the original proposal.

Procedure

- Short Plat Applications start with the Community Development Department but will also involve the Pend Oreille County Assessor and Treasurer. The following is the procedure for a Short Plat subdivision:
 - Fill out and submit the application and include a(n):
 - Site map
 - Title report for all properties involved
 - ❖ Application fee: \$950 + \$75 per lot
 - Approval typically takes 6-8 weeks and includes the following:
 - Approximately 1 week of review from the Community Development Director
 - Review by other County departments of a preliminary plat
 - ❖ 15 day public comment period after a Notice of Application has been posted on the site and mailed to neighboring landowners
 - A Notice of Decision will be mailed out to the applicant and neighboring land owners. If the decision is not favorable to any involved parties there is a 14 day period in which to appeal the decision.
 - > Survey the new boundary lines and bring in a plat map for recording with the County Auditor.
 - A Real Estate Excise Tax Affidavit will need to be filed with the Treasurer's office.

PEND OREILLE COUNTY COMMUNITY DEVELOPMENT DEPARTMENT Short Plat Application

Owner Contact Information

Property Owne	r(s):		Phone:		
Mailing address	S:				
City:		S	tate:	Zip:	
E-mail:					
Agent/Applicar	it:				
If an agent is	acting on behalf of a pro	operty owner, plea	se fill out and att	ach the Landowner C	onsent Form
Surveyor In	<u>formation</u>				
Surveyor:			P	hone:	
Email:					
Property In	formation				
Parcel number	of the property:				
Property use:	☐ Residential ☐	Commercial	☐ Agricultu	ıral 🗌 Timber	Other
	Please describe if	'Other' is checked	d:		
What is the pro	perty currently zone	ed?			
Physical addres	ss of property:				
City:			State:	Zip:	
Is the property	currently taxed as o	open space?	☐ YES	□ NO	
Road Access	<u>S</u>				
What road is a	djacent to this prope	erty?			
Does an appro	ach already exist?	☐ YES		NO	
Existing Wa	ter Supply				
Com	nmunity system	☐ Drilled we	ell		
Plea	se check if you have	a water right s	ecured		
Existing Sev	vage Disposal				
Conr	ection to existing co	mmunity syster	n 🗌 (On-site system for	each lot

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Critical Areas

If there are any critical areas on this property	please describe them. (Shorelines, streams, wate
bodies, wetlands, flood plains, slopes over 409	% grade)
5.	
Please provide a written description of	of the proposal
	ments, and exhibits submitted in this application are
tide to the bes	t of my knowledge.
Applicant's Signature	 Date

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PEND OREILLE COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

Critical Areas

If there are any critical areas on this property	please describe them. (Shorelines, streams, water
bodies, wetlands, flood plains, slopes over 409	% grade)
Please provide a written description of	of the proposal.
I certify that the information, statements, atta application are true to the best of my knowled	
Applicant's Signature	 Date

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Short Plat Application

Please include a site plan drawn to scale. You may use the space below or attach a separate document. The site plan should include:

Septic systems & drain field
 Proposed boundary lines
 Location of existing & proposed roads/driveways
 Proposed below or attach a separate document. The site plan should include a separate documen

Please sign to confirm the site map above or any drawn site map	attached with this application is accurate to the best of your knowledge.
Applicant Signature:	Date:

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