



SHORT SUBDIVISION APPLICATION

FINAL

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362

360.417.4750 | www.cityofpa.us | ced@cityofpa.us

_____ file no.

A Short Subdivision is the subdivision or re-subdivision of land into nine or fewer lots. A Short Subdivision must receive preliminary approval prior to application for final short subdivision approval.

APPLICATION MATERIALS CHECKLIST

A complete SPF Application will include:

SPF Application Form: A completed and signed Short Subdivision - Final Application form

Short Plat Report: A report containing square-footage and dimensions of each lot/block and the coordinates of monuments, a title report, and a warranty that all assessments are paid in favor of the City

Paper & Digital Copies of Final Short Plat: Provide draft copies for staff review prior to mylar production

The final short plat and survey shall be based on the Washington Coordinate System, North Zone, as adopted by the City, and shall show the following:

A scale of not less than 100 feet to one inch

A minimum of two permanent plat control monuments to which all dimensions, bearings, azimuths and similar data on the plat are referred;

Permanent monuments at all corners, including the location and description of all monuments

Subdivision boundary lines, right-of-way lines, easements, lot lines with accurate dimensions, bearings or azimuths, radii, central angles, and lengths of all curves

Name and right-of-way width of each street. Any street not dedicated to the public must be so marked on the face of the plat

Locations, dimensions, and purpose of all easements

The required building setbacks on each proposed lot

Required building setbacks and the location of any existing buildings and/or major structures shall be shown on each proposed lot as well as their distances from property lines

Identification of each lot, including the legal description of all proposed lots

Purpose for which sites are dedicated to the public

Title under which the subdivision is to be recorded, true north and grid north arrows, scale, legend

Legal description of the land to be platted

Certification by registered land surveyor as to the accuracy of plat and survey

Certificate by owner(s) dedicating roads, rights-of-way, easements, and any sites for public purposes

Certification of approval by the Community and Economic Development Director, the Public Works and Utilities Director, and the Fire Chief.

House addresses shall be provided by the City and must be clearly shown on the short plat at the time of approval pursuant to RCW 58.17.280

Certification by the County Treasurer that all State and County taxes levied against the land to be subdivided have been paid in full

Certification of filing by County Auditor

If improvements are to be bonded rather than actually installed prior to final plat approval, the plan shall show a notation as follows: "No occupancy of dwelling units will be allowed until all roadway and utility improvements have been completed and approved by the City Engineer."

18"x24" Mylar: Following approval of the draft copy of the final short plat, the final short plat shall be produced on an 18-inch by 24-four inch permanent reproducible mylar and submitted to the City.

Form Revised 12/15/2022



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APPLICANT INFORMATION

Preliminary Short Subdivision Application Number: _____

Applicant Name: _____ (Property Owner: Yes No)

Mailing Address: _____

Phone: _____ Email: _____

Applicant's Representative (If other than applicant): _____

Phone: _____ Email: _____

(If the applicant, or applicant's representative, is not the property owner, written authorization from the owner for this proposed action must be provided)

SUBJECT PROPERTY

Property Owner(s): _____ (Same as Applicant)

Property Owner Address: _____

Full Street Address(es): _____

Full Legal Description(s): _____

Tax Parcel Number(s): _____

Current Zoning: _____ Comprehensive Plan Designation: _____

SIGNATURE

I (We) hereby certify under penalty and perjury of the laws of the State of Washington that I (we) are the owner(s) or authorized representative(s) of the owner of the above-described property and request that the short subdivision be approved. It is understood that willful misrepresentation of the information will terminate the application.

Date _____ Print Name _____ Signature (Owner Representative) _____

Notes:	
Fees: \$200 per lot, \$75 Amendment	DATE STAMP