



Short Subdivision Pre-Application Meeting Application

How do I apply for a Pre-Application?

- 1) Check with the **Subdivision Counter** in the Whatcom County Planning and Development Services (PDS) office to determine what your property is zoned and if it is eligible for short subdivision. After determining if your property is eligible for Short Subdivision, you will need the pre-application meeting application packets.
- 2) You will need to submit your **Pre-Application Meeting** application and applicable fees to the Whatcom County Subdivision Counter between the hours of 8:30 AM and 12 PM. All Planning fees will be applied to the Short Subdivision application if submittal is made within one year of meeting. Staff will review the application at the counter and accept the application if all necessary items are submitted. Staff will then schedule a date for the pre-application meeting which is generally held on Thursday mornings.
- 3) The pre-application meeting will include staff from planning, natural resources, shorelines, the fire marshal, the health department, the county engineer and any other applicable departments.

The **Whatcom County Health Department** will determine if you have adequate means of water supply and proper method of sewage disposal for each lot. We recommend that you do not drill any wells or buy any water shares until you have received preliminary short subdivision approval.

The **County Engineer** will determine if you can provide adequate legal and physical access to each lot and that sight distance is acceptable where driveway easements will enter public roads. The Engineer shall also discuss frontage improvement requirements, if applicable, to the public roadways adjacent to the subject property. Title 21.04.060(2) states, "Frontage improvements shall be completed to the current functional classification prior to recording the short plat." In addition, the Engineer will also discuss the requirements for traffic, storm-water and drainage control, and the need for a complete survey of your proposed short plat. If your land is adjacent to the right-of-way of a state highway or will depend on access from a state highway, contact the Washington Department of Transportation at 360-757-5975 to discuss your proposal. Please complete attached Preliminary Stormwater & Traffic applications.

Natural Resources staff will evaluate potential impacts to wetlands, frequently flooded and flood hazard areas, geologic hazards areas, critical aquifer recharge areas, and habitat conservation areas (including streams, lakes, ponds, and habitat for designated priority species). A Technical Administrator will determine if one or more of the critical areas assessments is required at the time of short subdivision submittal. Once one or more of these options have been selected by the Natural Resources staff prior to submittal, have your qualified critical areas consultant contact the Whatcom County Critical Areas Specialist. This will help to reduce the number of services provided by the critical areas consultant and will ensure that the work done by your critical areas consultant will be the minimum necessary to deem the application complete. Please also complete the land disturbance application,

which will not be processed, as well as submit the required assessment/study.

- 4) It is recommended that you complete a **Lot of Record Confirmation** application with your pre-application meeting submittal to ensure that your Short Subdivision is proposed on a legal lot of record as defined in WCC 20.97.220. If you do not complete a lot of record confirmation at the time of pre-application meeting you will be required to apply for a lot of record at the time of the short subdivision application. NOTE: Any contiguous land in the same ownership may be required to be included in the short plat pursuant to WCC 21.01.040(1).
- 5) A **Professional Land Surveyor** will be required prepare the maps for **Short Subdivision submittal**. Contact a surveyor for an estimate of preliminary and original map preparation and survey costs. At your option (and our recommendation), you may have the surveyor or other Land Use Professional prepare and submit your application on your behalf. We recommend the surveyor or Land Use Professional attend the pre-application meeting with you.

Please note that we will refund the planning pre-application fee at the time of short subdivision submittal if the short subdivision application has been received within one year of the pre-application meeting.

WHATCOM COUNTY
Planning & Development Services
5280 Northwest Drive,
Bellingham, WA 98226-9097
360-676-6907, TTY 800-833-6384
360-738-2525 Fax



David Stalheim
Director

J.E. "Sam" Ryan
Assistant Director

**Short Subdivision
Pre-Application Meeting
Application**

Case # (PDS) _____

Parcel Number(s) _____

Parcel Size _____

Applicant/Contact Person

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Legal Property Owners

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Project Address _____

Brief Description of Proposal:

Proposed Use:

If proposed use is residential, indicate whether you would like the lot to be eligible for an Accessory Dwelling Unit (ADU)

Lot 1 Proposed Use: _____

ADU: Yes No

Lot 2 Proposed Use: _____

ADU: Yes No

Lot 3 Proposed Use: _____

ADU: Yes No

Lot 4 Proposed Use: _____

ADU: Yes No

NOTE: Pre-application review does not constitute acceptance of an application by the County nor does it vest an application.

To the best of my knowledge, all information contained within this application is true and correct.

_____ Date

_____ Applicant Signature

FOR PDS USE ONLY:

Zoning: _____

Density: _____

Routing

Engineering

PDS

SEPA

Fire

Critical Areas

Health

Shoreline

State DOT

City of _____

Other _____

Request received by: _____ Amt Paid: \$ _____

Meeting Date/Time/Place: _____

Notification Mailing Date: _____

Review Fee: \$ _____



**Short Subdivision
 Pre-Application
 Intake Checklist**

The following requirements for a fully completed application and any other information must be provided in order to initiate a review for a Determination of Completeness.

Applicant
 Checklist

PDS
 Checklist

1. Written and Other Data and Fees

Eight (8) sets of the required information (listed below) shall be submitted **–unless otherwise indicated.**

- a) Completed Pre-App Application
- b) *Attached* Lot of Record Application with complete deed history (**1 copy**)
- c) *Attached* [Preliminary Traffic & Concurrency Information](#) form (**3 copies**)
- d) *Attached* [Preliminary Stormwater Proposal](#) (**3 copies**)
- e) Critical Areas Report (if available) – **3 copies**
- f) Intended uses
- g) List of variances and waivers requested
- h) General written proposal of water supply and sewage disposal method
- i) Proposed means of Stormwater control
- j) Assessor's parcel number (of the parent parcel)
- k) Fees specified in the Unified Fee Schedule
- l) Net and gross lot size to determine minimum lot size and density requirements as required by the Zoning Ordinance

2. Map Data

- a) Name of owner(s)
- b) Name of proposed land division
- c) General layout of proposed land division
- d) Common language description of the general location of the land division
- e) Approximate locations of existing roads, utilities, and infrastructure
- f) Vicinity map
- g) Short plat map with common engineering scale (1" = 100' or larger) with north arrow and sheet numbers (on each sheet containing a map)
- h) Section, township, range and municipal and county lines in the vicinity

- i) General boundaries of the site with general dimensions shown
- j) General direction and gradient of slope
- k) Legal description of land
- l) Means of proposed water service and sewage disposal
- m) Means of proposed access (including proposed improvements to on-site and off-site roadways)
- n) Approximate location of proposed on-site and off-site utilities and facilities
- o) Approximate location of existing roads, rights-of-way, buildings, parking, and drainage on-site
- p) Where appropriate, approximate location of natural features, including bodies of water, regulated watershed boundaries, natural drainage areas, critical areas, shorelines and base flood elevation and buffers.
- q) Approximate location of existing facilities, sanitation and water facilities, easements (where appropriate).



Lot of Record Confirmation Subdivision

What is a Lot of Record?

WCC 20.97.220 defines "Lot of Record" as "a lot which is described by final plat, short plat, or metes and bounds and is established pursuant to applicable local and state regulations at the date a legal instrument creating the lot is recorded at the Whatcom County auditor's office."

Note: "Lot of Record" is in no way synonymous with "buildable lot", it just means that it was legally created/subdivided.

Note: A COMPLETE DEED HISTORY and CORRESPONDING MAP must accompany this application. You may obtain a deed history of your property from any local title company. Use an assessor's parcel map from the PDS office (You will need to know your section, township and range) to show the parent parcel and subsequent division/creation of your lot. Color-code the map, deeds and deed list. Do this by showing the Pre-1972 parcel as one color and each subsequent division or alteration with a different color, both on the map, on the deeds and on the deed history chronology on page three. Depending on the complexity of the deed history, you may need professional assistance to do this.

File # (PDS will assign) _____ Date _____

1. Applicant Name _____ Phone _____

2. Contact Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

3. Legal Property Owners(s) _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

4. Site address (if any) or nearest public road:

5. Tax parcel number(s) _____

6. Acreage/square footage _____

7. Current zoning _____

8. Current use: vacant, residential, agriculture, other: _____

9. When was the parcel created? _____
(in its current configuration- check deed history)?
10. Have there been any subsequent boundary line adjustments, vacations, dedications, foreclosures, etc.? Yes No
(If yes, please show on map with corresponding auditor's file numbers)
11. Is it a platted parcel? Yes No
If yes, name of plat: _____
12. Has the property ever been surveyed? Yes No
If so when? _____ (please include record of survey with application)
Auditor's File (AF) # _____
13. Does the owner of this parcel own any contiguous property?
 Yes No (If yes, please show on map)
14. Is the parcel located in the Lake Whatcom or Lake Samish watersheds, or other water resource protection overlay district? Yes No
15. Is the parcel subject to any county conditional use permit? Yes No
If yes, CUP# _____
16. Is the parcel subject to a Forest Practice Application (FPA) from the State Department of Natural Resources? Yes No (If so, please submit a copy of the application with your completed lot of record application)
17. Is the parcel within 330 feet of an area designated as mineral resource land, and/or within 660 feet of a pipeline, and/or within one-half mile of land that is designated forestry, and/or land upon which agricultural operations are being conducted? Yes No
If yes, which? _____
18. Please list any current county, state, or federal permits affecting the subject property:

19. How many dwelling units (residences) are on the property? _____
(show on map)
20. Are there any other structures (barns, shops, sheds, garages, etc.) on the property? Yes (If yes, show on map) No
21. Water source _____
22. Sewage disposal method _____

WHATCOM COUNTY
Planning & Development Services
5280 Northwest Drive,
Bellingham, WA 98226-9013
360-676-6907, TTY 800-833-6384
360-738-2525 Fax



David Stalheim
Director

J.E. "Sam" Ryan
Assistant Director

DEED HISTORY

List deeds from oldest to most recent.
Color-code your section map, deeds and deed list.

Auditor's File Number (AF#), Grantor And Grantee Of Pre-1970 Parent Parcel:

Auditor's File# _____ Date: _____

Grantor (From) _____ Grantee (To) _____

AF# of Subsequent Conveyances, Adjustments or Divisions: (You May Need To Include Additional Pages)

Auditor's File# _____ Date: _____

Grantor (From) _____ Grantee (To) _____

Auditor's File# _____ Date: _____

Grantor (From) _____ Grantee (To) _____

Auditor's File# _____ Date: _____

Grantor (From) _____ Grantee (To) _____

Auditor's File# _____ Date: _____

Grantor (From) _____ Grantee (To) _____

Auditor's File# _____ Date: _____

Grantor (From) _____ Grantee (To) _____

Auditor's File# _____ Date: _____

Grantor (From) _____ Grantee (To) _____

Auditor's File# _____ Date: _____

Grantor (From) _____ Grantee (To) _____

