



Short Subdivision Alteration Application

How do I apply for a Short Subdivision Alteration?

- 1) After you have completed all relevant application materials you may submit the application to the Subdivision Counter Monday through Friday between 8:30 AM and 12 Noon. The applications will be taken in at the front counter and considered vested upon receipt of the applicable fees and a Determination of Completeness.

Short Subdivision Alteration Processing Sequence

- 1) Once the application and fees are submitted staff, will review the project and if all items are submitted a Determination of Completeness will be issued to the applicant. In addition, the project will be routed to the **TECHNICAL REVIEW COMMITTEE** (engineering, natural resources, and the Health Department), as applicable.
- 2) When the requirements of WCC 21.04.120(3) appear to be reasonably satisfied, the Technical Review Committee will issue a **NOTICE OF PRELIMINARY APPROVAL**. This authorizes the surveyor to prepare your deed and/or maps.
- 3) If there are still items that need to be addressed by the applicant, the Technical Review Committee will issue a **NOTICE OF ADDITIONAL REQUIREMENTS (NOAR)**. The applicant shall have 180 days from issuance of the NOAR to submit requested items.
- 4) A Short Subdivision Alteration is not considered approved until a new original drawing (mylar) is submitted, approved and signed by the PDS and **FILED FOR RECORD** with the Whatcom County Auditor. Please see the **FINAL SHORT SUBDIVISION APPLICATION** for submittal requirements.

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 Alteration Application

Short Subdivision to be Altered: _____

Major or Minor Alteration: _____

Original Short Subdivision Number: _____
(In upper-right corner of plat map)

#SSS: _____

Date Recorded: _____

Application Date: _____

Purpose of Alteration: _____

**List all property owners of all lots
in original short subdivision on a separate sheet of paper.**

APPLICANT:

NAME _____ PHONE _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ FAX: _____ EMAIL: _____

CONTACT PERSON:

NAME _____ PHONE _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ FAX: _____ EMAIL: _____

Surveyor (For Alteration): _____

Site Address: _____

Parcel Number: _____

Zoning: _____

Lot Sizes (After alteration)

Lot 1: _____ Lot 2: _____

Lot 3: _____ Lot 4: _____



Short Subdivision Alteration Application Submittal Requirements

Applicant Checklist	<u>**Seven Sets Unless Otherwise Noted</u>	PDS Checklist
_____	1. Written and Other Data and Fees	_____
_____	a) Name, address and phone number of owner(s), applicant, and contact person	_____
_____	b) Intended uses	_____
_____	c) List of variances and waivers requested	_____
_____	d) General written proposal of water supply and sewage disposal method, including letter from public water or sanitary sewer providers stating their willingness and ability to serve the proposed land division	_____
_____	e) Preliminary Stormwater Proposal (3 copies)	_____
_____	f) Preliminary Traffic Proposal and Transportation Concurrency as required (3 copies)	_____
_____	g) Assessor's parcel number (of the parent parcel)	_____
_____	h) Fees as specified in the Unified Fee Schedule	_____
_____	i) Critical areas assessment and map (3 copies)	_____
_____	j) Preliminary title report issued no more than 60 calendar days prior to application	_____
_____	k) Net and gross lot size to determine minimum lot size and density requirements as required by the Zoning Ordinance	_____
_____	l) Signature of property owners or applicant attesting by written oath to the accuracy of all information submitted for the application	_____
_____	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 a common engineering scale 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) Boundaries of the site with general dimensions shown that is prepared by a licensed surveyor	_____
_____	j) General direction and gradient of slope	_____
_____	k) Legal description of the land	_____

- | | | |
|-------|--|-------|
| _____ | l) Location and means of proposed water service and sewage disposal | _____ |
| _____ | m) Location and means of proposed access (including proposed improvements to on-site and off-site roadways, and site distance) | _____ |
| _____ | n) Other proposed on-site and off-site utilities and facilities | _____ |
| _____ | o) Location of existing roads, rights-of-way, buildings, parking, and drainage on-site | _____ |
| _____ | p) Where appropriate, location of natural features, including bodies of water, natural drainage areas, critical areas, and buffers | _____ |
| _____ | q) Location of existing facilities, sanitation and water facilities, easements (where appropriate) | _____ |
| _____ | r) Existing and proposed street names | _____ |
| _____ | s) Names or numbers of any adjacent divisions | _____ |
| _____ | t) Sequential numbers or letters to all lots within the short subdivision | _____ |
| _____ | u) Topographic map of sufficient contour interval, acceptable to the county engineer or director of planning and development services or their designee to show the topography of the land to be divided | _____ |
| _____ | v) Location of critical areas, shorelines and base flood elevation where applicable | _____ |

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Fee Responsibility

Venue and Jurisdiction: The parties hereto recognize and agree that the venue of any action involving their rights or obligations related to this application shall be in Whatcom County, and the parties' rights and obligations hereunder shall be determined, in accordance with the laws of the State of Washington.

Fee Guaranty: Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment of fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule and that my personal guarantee is part of the consideration for review of the application.

I/we _____ hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge, and that the list of surrounding property owners is complete and current.

Signature of Applicant

Signature of Owner

I certify that I know or have satisfactory evidence that _____
is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Notary Signature: _____

Printed Name: _____

Residing at: _____

My appointment expires: ____/____/____

Application received by: _____

Date: _____

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Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form, which will provide authorization for a designated agent to apply for permits on your behalf. This form is required for the protection of the property owner. Planning and Development Services will not accept an application that is not either signed by all property owners or accompanied by this form.

I/we, _____, the owner(s) of the subject property, understand that by completing this form I hereby authorize _____ to act as my agent. I understand that said agent will be authorized to submit applications on my behalf. I also understand that once an application has been submitted that all future correspondence will be directed to the agent.

Property Owner(s) Printed Name

Property Owner(s) Signature

Date

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Notary Signature: _____
Printed Name: _____
Notary Public in and for the State of Washington
Residing at _____
My appointment expires: ____/____/____

Application received by: _____ Date: _____



Lot of Record Application Short 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: _____

2. Contact Person: _____

3. Address: _____ City _____

State _____ Zip _____ Phone () - _____

Fax () _____ - _____ e-mail _____

4. Legal Property Owners(s) _____

Address _____ City _____

State _____ Zip _____ Phone () _____ - _____

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

6. Tax parcel number(s): _____

7. Acreage/square footage: _____ 8. Current Zoning: _____

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

10. When was the parcel created _____
(in its current configuration- check deed history)?
11. 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)
12. Is it a platted parcel? Yes _____ No _____
If yes, name of plat: _____
13. Has the property ever been surveyed? Yes _____ No _____
If so when? _____ (please include record of survey with application). AF# _____
14. Does the owner of this parcel own any contiguous property? Yes _____ No _____
(If yes, please show on map)
15. Is the parcel located in the Lake Whatcom or Lake Samish watersheds, or other water resource protection overlay district? Yes _____ No _____
16. Is the parcel subject to any county conditional use permit? Yes _____ No _____
If yes, CUP # _____.
17. 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)
18. 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 (which?) _____ No _____
19. Please list any current county, state, or federal permits affecting the subject property:

20. How many dwelling units (residences) are on the property? _____
(show on map)
21. Are there any other structures (barns, shops, sheds, garages, etc.) on the property?
(show on map)

22. Water source: _____
23. Sewage disposal method: _____

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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) _____

Auditor's File# _____ Date: _____

Grantor (From) _____ Grantee (To) _____

