

**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**

### **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.

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## Short Subdivision Alteration Application

Short Subdivision to be Altered

Original Short Subdivision Number

(In upper-right corner of plat map)

Auditor's File Number

Date Recorded

Application Date

Purpose & Description of Alteration:

### **Applicant:**

Name

Phone

Address

City

State

Zip

Email

**Legal Property Owner:** *List all property owners of all lots in the original short subdivision on a separate sheet of paper*

Name

Phone

Address

City

State

Zip

Email

### **Contact Person:**

Name

Phone

Address

City

State

Zip

Email

### **Surveyor:**

Name

Phone

Address

City

State

Zip

Email

**Parcel Information:**

Tax Parcel Number(s) (APN)

Site Address

Proposed Use:  Residential  Other

Location in Common Language

**Lot Sizes (After alteration)**

Existing Lot 1: Proposed Lot 1:

Existing Lot 2: Proposed Lot 2:

Existing Lot 3: Proposed Lot 3:

Existing Lot 4: Proposed Lot 4:

Does the Owner of this Property Own any Contiguous Property?  Yes  No

Zoning Designation

Comp Plan Designation

Subarea

Shoreline  Yes  No

Watershed Protection Overlay District  Yes  No

Washington State Highway  Yes  No Pipeline within 600 ft  Yes  No

Stormwater Special District  Yes  No

Agriculture Protection Overlay (APO)  Yes (If Yes, circle: Soils, Taxation, or Both)  No

Flood Zone  Yes  No Re-division of an existing Short Subdivision  Yes  No

**(If yes, submit SEPA checklist- 2 copies)**

Fire District

Water Supply Source

Sewage Disposal Method

Nearest Public Road

R.O.W. Width

Private Easement Length

R.O.W. Width

Existing Restrictions and Covenants

Proposed Restrictions and Covenants

Variance Requested

Technical Committee Meeting Date (Assigned by PDS) \_\_\_\_\_

Fee Receipt #: \_\_\_\_\_

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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## Short Subdivision Alteration Application Submittal Requirements

Applicant Checklist	<b>** EIGHT Sets Unless Otherwise Noted</b>	PDS Checklist
	<b>1. Written and Other Data and Fees</b>	
<input type="checkbox"/>	a) Name, address and phone number of owner(s), applicant, and contact person	<input type="checkbox"/>
<input type="checkbox"/>	b) Intended uses	<input type="checkbox"/>
<input type="checkbox"/>	c) List of variances and waivers requested	<input type="checkbox"/>
<input type="checkbox"/>	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	<input type="checkbox"/>
<input type="checkbox"/>	e) <a href="#">Preliminary Stormwater Proposal</a> (3 copies)	<input type="checkbox"/>
<input type="checkbox"/>	f) <a href="#">Preliminary Traffic Proposal and Transportation Concurrency</a> as required (3 copies)	<input type="checkbox"/>
<input type="checkbox"/>	g) Assessor's parcel number (of the parent parcel)	<input type="checkbox"/>
<input type="checkbox"/>	h) Fees as specified in the Unified Fee Schedule	<input type="checkbox"/>
<input type="checkbox"/>	i) Critical areas assessment and map (3 copies)	<input type="checkbox"/>
<input type="checkbox"/>	j) Preliminary title report issued no more than 60 calendar days prior to application	<input type="checkbox"/>
<input type="checkbox"/>	k) Net and gross lot size to determine minimum lot size and density requirements as required by the Zoning Ordinance	<input type="checkbox"/>
<input type="checkbox"/>	l) Signature of property owners or applicant attesting by written oath to the accuracy of all information submitted for the application	<input type="checkbox"/>
	<b>2. Map Data</b>	
<input type="checkbox"/>	a) Name of owner(s)	<input type="checkbox"/>
<input type="checkbox"/>	b) Name of proposed land division	<input type="checkbox"/>
<input type="checkbox"/>	c) General layout of proposed land division	<input type="checkbox"/>
<input type="checkbox"/>	d) Common language description of the general location of the land division	<input type="checkbox"/>
<input type="checkbox"/>	e) Approximate locations of existing roads, utilities, and infrastructure.	<input type="checkbox"/>
<input type="checkbox"/>	f) Vicinity map	<input type="checkbox"/>
<input type="checkbox"/>	g) Short plat map with a common engineering scale with north arrow and sheet numbers (on each sheet containing a map)	<input type="checkbox"/>
<input type="checkbox"/>	h) Section, township, range and municipal and county lines in the vicinity	<input type="checkbox"/>
<input type="checkbox"/>	i) Boundaries of the site with general dimensions shown that is prepared by a licensed surveyor	<input type="checkbox"/>
<input type="checkbox"/>	j) General direction and gradient of slope	<input type="checkbox"/>
<input type="checkbox"/>	k) Legal description of the land	<input type="checkbox"/>

- 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: \_\_\_\_\_

Notary Public in and for the State of Washington

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 Name

2. Contact Name

3. Address City  
State Zip Phone Fax  
E-mail

4. Legal Property Owners(s)

Address City  
State Zip Phone Fax  
E-mail

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

6. Tax parcel number(s):

7. Acreage/square footage: 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)

Auditor's File#

Date:

Grantor (From)

Grantee (To)

Auditor's File#

Date:

Grantor (From)

Grantee (To)

Auditor's File#

Date:

Grantor (From)

Grantee (To)

YOU MAY USE THIS SECTION TO DESCRIBE HOW YOUR PARCEL WAS CREATED.

For example:

"Farmer Jones bought 40 acres from Grandpa Smith in 1964 with a deed filed under auditor's file number (AF#) 1234567. Farmer Jones sold 20 of the 40 acres to Cousin Bill in 1976 with AF# 93872980. Bill later divided 5 acres off to give to his daughter in 1998..."