



Short Plat Application Packet

In Adams County, Washington there are two (2) types of subdivisions:

1. Short Subdivision (also known as a short plat) and;
2. Subdivision (also known as a long plat).

FREQUENTLY ASKED QUESTIONS:

What is a short subdivision vs. short plat?

In Adams County a short subdivision is also known as a short plat. This is the division or re-division of land into lots, tracts, parcels, sites or divisions for the purpose of sale, lease, building, or transfer of ownership. A maximum division for a short plat is four (4) lots. Anything larger than four (4) lots is considered a Subdivision (or Long Plat).

Do I have to attend a public hearing if I want to apply for a Short Plat?

A public hearing is not required for a Short Plat application. Short Plat applications involve an administrative review and decision by the Building and Planning Department. The guidelines for review are included in Chapter 16.32 of the County Code.

If I want to divide my property, where do I start?

Adams County Building and Planning staff will assist you through the application and review process of a Short Subdivision. The Department reviews and will make an administrative decision regarding the application request. During this process, all established standards, criteria, and policies regarding the short subdivision within the applicable zoning district will be reviewed. Call the Building and Planning Department at 509-488-9441, visit our office or review Chapter 16.32 on Short Subdivisions in the Adams County code which may be accessed at <http://www.co.adams.wa.us> for more information.

How do I apply for a Short Subdivision?

A pre-application meeting with the Building and Planning Department staff is encouraged for all Short Subdivision applications. All application material is to be submitted to the Building and Planning Department. The Following items are needed to have a complete application:

1. Adams County Short Plat Application
2. Fee - See Adams County Master Fee Schedule for the Required Amount

3. Written Approval from Adams County Health Department
4. Submit one hard copy and an electronic copy (PDF) of the Preliminary Short Subdivision Plat Maps, developed by a registered surveyor, including all legal descriptions.
5. A Title Certificate from a licensed title company showing the vested owner and others that have an interest in the property.
6. At the time of approval, all taxes for the property must be paid in full, including the year the application is processed. This could include both tax halves for the year of the application, even if said taxes aren't due yet. This is typically done prior to recording.

What happens after I apply?

The Building and Planning Department staff will conduct a review of your request and will do the following:

1. Verify if the zoning and other county codes allow for this short plat request.
2. If this project is allowed to move forward, B&P will submit all the supporting documentation to various county and local agencies for their comments and requirements to complete the requested short plat;
3. After the 20-business day comment period, staff will compile public and agency comments. These comments will be used to make a decision for the application. The decision will be mailed or e-mailed to the applicant/representative. If the decision is to allow the short plat to move forward, the applicant will need to start making the corrections and other requirements before the plat process can move forward.

When do I find out if my Short Subdivision application was approved or denied?

The Building and Planning Department will determine if the Short Subdivision application is to be approved with conditions or a denial. A typical process timeline is approximately 60 days from the date the Building and Planning Department received the complete application and attachments. The various county departments and several outside agencies have 20 business days to review the application and make their comments. It will be returned to the applicant for modifications, or they will be informed of a denial. Once any corrections are made by the applicant, and those corrections have been approved by the requesting departments, the applicant will then follow these steps:

Steps for Final Approval:

The applicant shall meet with the various agencies to confirm the conditions noted during the review process have been met, then continue with the following steps:

Step 1: The applicant is responsible for providing six (6) original copies of the final short plat map as revised to be distributed to various agencies as shown in step 5. The following are the steps for completing this short plat:

- Each set must be signed and notarized by all legal owners.
- The applicant is then required to obtain acknowledgment signatures from various agencies, as determined by the plat.

Please note: this step does not include the Planning Director, County Treasurer or County Auditor (recording). There is no required order for obtaining the balance of acknowledgement signatures. We encourage you to contact each agency to schedule an appointment.

Step 2. After all the other signatures have been obtained, present the signed copies of the short plat to the Planning Director for their approval signature. The director cannot sign the short plat until all the other agencies listed on the short plat (except for the County Treasurer and Auditor) have signed each copy.

Step 3. After the Planning Director has granted final approval of the short plat by signing the plat map, the applicant has 60 days to present all approved sets to the County Treasurer to be signed.

- The County Treasurer's signature is required by state law and confirms that the property taxes of the parent lots are paid in full, including the current year.
- Please note that the County Treasurer will not sign the short plat if the Planning Director has not signed the short plat for final approval.
- The Treasurer may also require same day recording.

Step 4. After the Treasurer has signed the plat map, present the completely signed short plat to the County Auditor for signature and then recording. This must be completed within **60 days** of the County Planning Director's signature.

Step 5. Five (5) out of the six (6) plat sets shall be left with the County Auditor and will be distributed to the various agencies from there. These sets will be going to the following agencies: Building and Planning, Auditor's Office (2 sets), Public Works, Assessor's Office and one for the applicant. The applicant can take their set with them once the process is complete.



Short Plat Application Checklist

- Application for Short Subdivision Approval**
- Short Plat Fee:** See the Adams County Master Fee Schedule for the required amount. Check to be made out to Adams County Building and Planning
- Written approval from the Adams County Health Department –**
 - 1) Showing proof of legal water availability (water right permit, letter from an approved water purveyor, or domestic well permit, etc.) as well as evidence of quality of water (testing results or Notification from Health Dept explaining the water is potable).
 - 2) Must show septic permit application has been accepted, which verifies septic system is in the works or letter from sewer system purveyor showing sewer system hook-up has been approved.
- Preliminary Plat Map:** One (1) paper copy of the plat map and a copy in a digital or electronic format (PDF on a thumb drive or e-mail) meeting the requirements of Adams County Code (ACC) 16.32 or WAC 332.130.050.
- Narrative:** Provide an attachment with a written explanation of the project (the who, what, where, when and how of the proposal). Please be as detailed as possible. Items to include: If you are requesting any deviations to standards, access to the property and route of travel to the site, timelines for completion, presence of critical areas, any proposed pre-development demolition/septic tank removal, etc., and any proposed or pledged impact mitigation agreements.
- Title Company Verification:** Provide complete verification that the land shown on the short plat application is consistent with official records and the complete parent parcel is being represented. Verification must be within 60 days of application.
- Property Taxes:** All property taxes will be required to be paid prior to completion of the short plat. This can include taxes that may not be due yet.
- Attach Property Information:** Submit any proposed or recorded Covenants, Conditions and Restrictions (CCR's) or deed restrictions pertaining to or affecting the property (if any), and any latecomer's agreements.



Application for Short Plat Approval

Date: _____

Property Owner

Name: _____ Phone Number: _____

Mailing Address: _____ Email Address: _____

Proposed Name of Subdivision: _____

Applicant - (Leave Blank if Same as Owner)

Name: _____ Phone Number: _____

Mailing Address: _____

Surveyor's Name: _____ Phone Number: _____

Surveyor's Company: _____ Email Address: _____

Property Information: Include Township, Range, Section or Farm Unit: _____

General Location of Property (Road Name, Nearest Intersecting Road)

Address (If Available): _____ Parcel Number: _____

Was this property subject to a previous plat? [] No [] Yes - If yes, a SEPA check list may be required.

Area and Distance: Total Amount of Land in Short Subdivision: _____

Lot Sizes (Square Feet/Acreage): Lot 1 _____ Lot 2 _____

Lot 3 _____ Lot 4 _____

Total amount of existing street frontage: _____

Width(s) of existing right-of-way(s) providing access: _____

Name(s) of existing road(s): _____

Taxes: Current year's taxes must be paid in full before completion of the plat. Check with the treasurer in advance for the amount due. Treasurer will not sign plat maps if taxes are unpaid.

Land Use:

- A. What is the present use of this property? _____
- B. What is the intended use of this property? _____
- C. How is the property currently zoned? _____
- D. Do you want / need a zone change? _____
- E. Will the lots be sold or rented? _____

Utilities:

1. Indicate any utilities now serving the property:

- A. Streets or Roads: Paved _____ Unpaved _____
- B. Power – Name of Company: _____
- C. Sanitary Sewer System: _____ Irrigation: _____
- D. Natural Gas: _____

2. Indicate proposed method of sewage disposal:

Septic Tank _____ Public Sewer System _____ If using public sewer system, give the name of the entity having management over the system: _____

3. Indicate proposed source of domestic water:

Public Water System: (Name) _____ Private Well: Existing New

If private source water is to be used, provide documentation showing water source rights.

Property Features: Are any of the following features (natural or man-made) located on the property (Check all that apply and include on site plan):

- Pond(s) Lakes Streams/Rivers Wetlands Floodplains
- Flood-way Steep Slopes (Exceeds 15% Grade) Irrigation Ditches/Canals

REMINDER: Lands involved in the short subdivision process may not be re-subdivided in any manner for a period of Five (5) years from the date of recording of the short plat, unless a final plat has been approved and filed for record, pursuant to the process of the long plat ordinance of Adams County.

Applicant's Signature: _____

Name of Applicant: _____

Short Plat Fee Paid: Yes _____ No _____

SEPA (IF required) Fee Paid: Yes _____ No _____

Receipt Number: _____ (Fees are Non-Refundable)