

**FERRY COUNTY
LONG SUBDIVISION ORDINANCE CHECKLIST**

This checklist outlines the basic steps and procedures that must be completed before a plat can be finalized. It is recommended that you read the current Long Subdivision Ordinance in its entirety to ensure a complete understanding of the land division process.

APPLICATION AND FEES AND PRELIMINARY PLAT

Submit application and fees, payable to Planning Department.

A Land Use Review is required for each parcel that will be part of the Long Plat.

Preliminary Plat Standards and Requirements:

- Location of the property to be subdivided and location of existing features such as roads, railroad buildings, buildings, bodies of water, flood plain, wetlands, utilities and other pertinent features
- Proposed layout of subdivision showing general location and dimensions of roads, streets, lots and blocks
- Road and drainage design that meet county road standards or local agency guidelines, whichever is more stringent
- Proposed name of subdivision
- Location of known monuments
- Location of any lands to be set aside for recreation areas, schools, parks and other public uses
- Plans showing proposed utility easements, plans of proposed water distribution systems, sewage disposal systems, and drainage systems (as required), indicating locations
- Legal description of property to be subdivided

The following information shall either be indicated on the Preliminary plat or submitted as supplement information:

- Names, address and telephone numbers of all persons, firms, or corporations holding an interest in the property
- Statement as to what provisions are to be made for water supply, sanitary sewage disposal, storm drainage, utilities and fire protection
- A vicinity sketch of adjacent properties showing owners of the adjacent property

- Copy of any restricted covenants which are proposed to be placed
- Any provisions of this ordinance for which a variance is to be requested and the reason therefore
- Plans for proposed water distribution system (as required), indicating locations
- In subdivisions proposed to be served by individual septic tanks, the location of soil log holes together with data regard log holes
- A legal description of each resulting lot
- A certificate bearing the typed or printed names of all persons having a vested interest in the divided land, signed and acknowledged by them before a notary public, which states their consent to the division of the land
- Plans showing the proposed layout of the utility easements approved by concerned utility, or a statement by the utility that they now exist. (Final Plat shall have Backbone System installed as required by Sec. 51-09)
- Complete Environmental Checklist
- Statement from Assessor indicating “OPEN SPACE” status or other restrictions
- Provide a recent Plat Certificate from a Title Company

When Administrator has determined that Preliminary Plat contains sufficient elements and data to furnish a basis for its approval or disapproval the subdivider shall provide 1 hard copy and one electronic copy of the preliminary Plat for distribution.

Preliminary Plat approval shall be effective for twelve (24) months.

Approval procedure taken from the Long Subdivision Ordinance

SECTION 07.00 PROCEDURE - ADEQUACY AND DISTRIBUTION OF PLATS AND PLANS. When the Administrator determines that the Preliminary Plat contains sufficient elements and data to furnish a basis for its approval, the Administrator shall request from the subdivider one copy of the plat to be distributed to the following:

- (1) Clerk of the Board
- (2) Tri-County Health District
- (3) Ferry County Engineer
- (4) Appropriate Fire Protection Official
- (5) Appropriate Superintendent of Schools
- (6) Appropriate District Forest Ranger
- (7) Washington State Highway Department
- (8) Water and Power Company
- (9) Telephone Company

- (10) Department of Ecology
- (11) Department of Natural Resources
- (11) CCT Planning Dept. if within the bounds of the reservation.
- (12) Ferry County Planning Commission
- (13) Ferry County Planning Department.
- (14) Appropriate agencies required by SEPA

The Administrator shall make the distribution by mail within two (2) days with a deadline given for opportunity to comment in writing. The deadline shall be approximately three (3) weeks after the date of distribution. The deadline for comment in writing shall not prevent anyone from making comments at the public hearing.

SECTION 08.00 PROCEDURE - BOARD HEARING DATE. The Board, at their first meeting after distribution, shall set a date for the public hearing approximately one (1) week after the deadline for comments in writing.

SECTION 09.00 PROCEDURE - NOTICE OF HEARING. The Administrator shall give notice of the public hearing through the United States mail, postmarked at least ten (10) days before the hearing to the following:

09.00.01 The legislative authority of any city or town adjacent to or within one (1) mile of the proposed subdivision;

09.00.02 The Public Utilities District or power supplier, contemplated for use in the proposed subdivision;

09.00.03 The Washington State Department of Transportation if the proposed subdivision is adjacent to the right-of-way or impacts any state highway;

09.00.04 The State Department of Ecology or its successor, if the proposed subdivision lies adjacent to lands covered by water;

09.00.05 Local offices of governmental agencies and/or The Colville Confederated Tribes, having an interest in adjoining and/or abutting property.

09.00.06 Landowners, per plat certificate, adjacent and directly across a public or private road from property to be subdivided.

09.01 By notifying the County Engineer, Assessor, Treasurer, Tri-County Health District, and the appropriate Fire Protection Official, the Planning Commission, and appropriate School District Officials;

09.02 By arranging for publication of a notice of the hearing in the official county newspaper, to appear at least ten (10) days prior to the hearing date;

09.03 By arranging for the posting of at least three (3) copies of a notice of hearing, on brightly colored paper, at conspicuous places on the boundary of the proposed subdivision.

SECTION 10.00 HEARING - RECOMMENDATIONS ON ROAD, SEWER, WATER AND FIRE PROTECTION SYSTEMS. At the hearing called pursuant to this section, and at any continued hearing thereof, the Board shall consider the recommendation, reports, and comments of the Administrator, County Engineer, Tri-County Health, CCT, and the appropriate Fire and School officials, and all interested parties, respectively, as to the adequacy of the proposed systems for roads, sewage disposal and water supply, and fire protection within the subdivision.

SECTION 11.00 HEARING- PLANNING COMMISSION RECOMMENDATIONS. The Board shall also consider the recommendations of the Planning Commission as to whether the proposed subdivision conforms to the goals and policies of the County Comprehensive Plan.

SECTION 12.00 HEARING - APPROPRIATE FACILITIES AND IMPROVEMENTS. Following consideration of all reports and recommendations, and all other relevant evidence presented, including any statement by interested parties in writing and/or attending the hearing, the Board shall determine whether the proposal includes appropriate provisions for drainage, roads, alleys and other public ways, water supplies, sanitary wastes, public utilities, playgrounds, parks, fire protection facilities, school sites and grounds, and other public and private facilities and improvements.

SECTION 13.00 HEARING - APPROVAL OR DISAPPROVAL. The Board shall determine whether the proposed subdivision serves the public use and interest, and may approve or disapprove the preliminary plat. Approval or disapproval may be granted at the initial hearing or any continuance of the hearing within the time limits allowed by law.

SECTION 14.00 HEARING - VARIANCE. The Board shall consider any request for variances for the proposed subdivision. If, in the opinion of the Board, requested variances are justified, they may grant such variances as requested, modified or revised by the Board.

SECTION 15.00 HEARING - RECORDS. Records of the Board's proceedings concerning a preliminary plat shall be kept by the Clerk of the Board, and shall be open to public inspection. If requested, a copy of the minutes shall be furnished the subdivider within ten (10) days after approval or disapproval of the preliminary plat.



Ferry County Planning Department
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Phone: (509) 775-5225 Ext 3101
Email: pbasst@co.ferry.wa.us

FERRY COUNTY APPLICATION FOR LONG SUBDIVISION

General Information:

Proposed Project Title: _____

Applicant's Name: _____

Phone: _____ Email: _____

Address: _____

Surveyor's Name: _____

Phone: _____ Email: _____

Property owner or any persons holding interest in the land, if different from applicant:

Name: _____

Phone: _____ Email: _____

Address: _____

Property owner or any persons holding interest in the land, if different from applicant (attach additional sheets as needed):

Name: _____

Phone: _____ Email: _____

Address: _____

Property & Project Information:

Parcel Number(s): _____

Property Size (acres): _____ # of Lots to be created: _____

Project Description: _____

NOTE: Property taxes must be paid in full before documents can be recorded.

Applicant's Signature

Date

Preliminary Approval: Approval of the preliminary plat by the Ferry County Board of Commissioners (BOCC) shall constitute authorization for the subdivider to develop the subdivision's facilities and improvements in strict accordance with the standards established by the Ferry County Long Subdivision Ordinance and any conditions imposed by the BOCC.

Platting Administrator Signature

Date

BOCC Chair Signature

BOCC Member Signature

BOCC Member Signature

*****FOR PLANNING DEPARTMENT USE ONLY*****

Date Received: _____

Land Use Review: _____

Distributed for Review: _____

Public Notice Dates: _____

SEPA/NEPA Date: _____

Comment Period: _____

BOCC Hearing Date: _____

CERTIFICATION OF CONSENT TO LONG PLAT:

This is to certify that the undersigned hereby consent to the subdivision of the lands shown in the attached schedule, the description of which is as follows:

_____ located in

Section _____ Township _____ Range _____

If applicable, we grant easement to adjoining property as shown in the attached conveyance of legal easement.

Signature of person with interest

STATE OF WASHINGTON)
COUNTY OF FERRY)

On this day personally appeared before me, _____
to me known to be the individual described in and who executed the within and foregoing Certificate of Consent, and acknowledged that they signed the same as their free and voluntary act and deed, for the purposes herein mentioned.

Given under my hand and official seal this _____ day of _____,
_____.

Notary Public

Residing at _____

My Commission Expires _____