



Ferry County Planning Department  
PO Box 305  
Republic, WA 99166-0305  
Phone (509) 775-5225 Ext 3101  
pbasst@co.ferry.wa.us

## Ferry County Short Subdivision Checklist

Please use this checklist as a guide as most of the items listed below are required for a complete application. *Each situation is different and there may be additional requirements before the plat can be finalized.*

- Submit completed application and application fee. Keep all writing within the confines of the box.
- Submit a *Certificate of Consent* for each person/entity that has an ownership/interest in the property.
- A Land Use Review is required for each parcel that will be a part of the short plat. This will be accomplished by Planning Department staff and billed separately.
- If the property to be divided contains or is adjacent to any surface water OR if the property to be divided is a subdivision of a previously subdivided property, submit a SEPA Checklist with appropriate fees. This will require newspaper advertising paid by the subdivider.
- If the property is on the Colville Confederated Tribal Reservation submit a completed CCT Land Use Application.
- Submit a plat certificate showing clear title, free of any liens, encumbrance or other conditions which might have a bearing on the proposed subdivision or subsequent transactions. This is provided by a title company.
- If applying for a variance submit the Variance Application package with appropriate fees.
- Submit proof that all property taxes are paid in full.
- Submit proof that all special assessments are paid in full.
- Submit one hard copy (24" x 36") and one electronic version of the preliminary plat.
- Submit proposed development Restrictions/Covenants (if any).



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## **Short Subdivision Plat Requirements & Standards**

- Tri-County Health will require test holes to be dug and inspected on each proposed lot/parcel. You must contact Tri-County Health and make arrangements for inspection.
- Power is required to be provided to each lot/parcel. A certification that a “Backbone Power system” will be installed, to make power available to each lot or a statement from the utility company that it now exists.
- Every lot must be provided with an adequate, approved, public or private access to an existing public road.
- If there is an adjacent property (behind a proposed lot) that needs access or utilities, does the easement continue through the lot and connect with such adjacent lots.
- Easements assure that all lots can be provided with water, fire protection and utilities to include, but not limit to: water, power, gas, etc. prior to final approval.
- Are all road grades less than 10%?
- Are the roads graded with one drainage ditch?
- Are roads a minimum of 30’ easement width including the drainage ditch?
- All dead-end roads require a 60’ radius cul-de-sac.
- Do all roads have culverts where necessary?
- All road approaches require County or State Highway Department approval permits.
- All roads shall be named and signed IAW Ferry County Road Naming and Addressing Ordinance.

For all plat requirements, see the Ferry County Short Subdivision Ordinance.



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## FERRY COUNTY APPLICATION FOR SHORT SUBDIVISION

### General Information:

Proposed Short Plat 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 (attach additional sheet if necessary):

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### Property & Project Information:

Parcel Number: \_\_\_\_\_

Property Size (acres): \_\_\_\_\_

Status of property: Platted: \_\_\_\_\_ Unplatted: \_\_\_\_\_

# of Lots to be created: \_\_\_\_\_

Project Description: \_\_\_\_\_

**Existing Utilities**

Power: Yes \_\_\_\_\_ No \_\_\_\_\_ Company: \_\_\_\_\_

Septic: Yes \_\_\_\_\_ No \_\_\_\_\_ Permit # (if known): \_\_\_\_\_

Water: Yes \_\_\_\_\_ No \_\_\_\_\_ Source: \_\_\_\_\_

**Variance**

Will you be applying for a variance? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe: \_\_\_\_\_

**NOTE: Taxes must be paid in full before final documents can be recorded.**

**Reminder:** Land involved in the short subdivision process will not be re-subdivided in any manner for a period of five years from date of recording of the short plat.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CERTIFICATION OF CONSENT TO SUBDIVISION

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 \_\_\_\_\_

We grant consent for all land shown on the short plat that will be dedicated for public uses;

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

\_\_\_\_\_  
Signature of person(s) 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 \_\_\_\_\_