



CITY OF OAK HARBOR
Development Services Department

Short Subdivisions
Short Plat
Review Process II

What is a Short Plat, and when is it necessary?

A short plat is a map that represents a short subdivision and is used when land is subdivided into nine or less lots, tracts, parcels, sites or divisions for the purpose of sale or lease.

Is a pre-application meeting required for a Short Plat application?

No, pre-application meeting is not required for this review process; however the pre-application is strongly recommended for all applicants as a low cost way of identifying key issues prior to full site plan development.

To initiate a pre-application review, an applicant must submit a completed pre-application request on a form provided by the Development Services Department for that purpose, any required fee, preliminary site plan and all other information required by the City.

Is public notice required for a Short Plat application?

Yes. Public notice for short plat applications that are subject to review process II consists of posting the property with twenty-four-inch by thirty-six-inch signs (provided by the Development Services Department) and mailing notice to adjacent property owners. A notice of application must be posted within fourteen calendar days after the issuance of a determination of completeness has been made for the submitted application.

Is a public hearing required for Short Plat approval?

No, unless the applicant or the Director of Development Services requests one.

The Short Subdivision Process

There are three steps to the short subdivision process:

1. Pre-application meeting – The purpose of this meeting is to allow the applicant an opportunity to discuss the proposal with staff. The meeting is scheduled after the submittal of the pre-application form, **9 copies** of plans (18” x 24” in size) and the appropriate fee.
2. Short plat submittal – After the pre-application meeting, the applicant must submit **9 copies** of a short plat (18” x 24” in size), which incorporates comments from the pre-application meeting. At the time of submittal, staff will set a date for the review meeting, during which a staff person from each department will be present to provide comments on, and

requirements for, the proposed project. After the review meeting, any and all comments and changes will need to be incorporated into the short plat plans and resubmitted for review. If a meeting with the applicant is not deemed necessary, staff will notify the applicant.

3. Final short plat submittal* – The last step in the short subdivision process involves submitting the final short plat plan for approval. This plan must incorporate the comments and requirements set forth in the short plat review meeting. After the final short plat plan has been approved, final mylars may be submitted for signature and then recorded with Island County. ***The subdivider must file the approved short plat and must furnish the City with one permanent copy (mylar or better quality) of the short plat including all recording data within 15 days after approval by the Director or the approval will be deemed null and void.***

****Note:*** As a condition to approving the plat, the Director may require the subdivider to install, or bond to install, the following improvements. The Director may allow the improvements to be installed at a later date, but they must be installed before any building can be issued a certificate of occupancy:

- a. City water; storm sewer, if applicable; sanitary sewer and/or health department approved septic system;
- b. Roadway, curb and sidewalk improved to the quality and dimensions or contiguous property, or as required by the Director.

Fees

- Pre-application fee: **\$392.00** (subtracted from fee taken at the time of the short plat application submittal).
- Fee at time of short plat application submittal: **\$780.00 + \$60.00 per lot**
- Fee at the time of final short plat submittal: included in the fee for submittal of the short plat application.

If you have any questions regarding the short plat application process, please contact the Permit Coordinator at (360) 279-4510.



Short Plat Review Process II

Submittal Requirement Lists & Applications for Pre-Application and Short Plat

How do I start the application process?

The first step is to submit a complete application packet to the Permit Center located in the Development Services Department along with the applicable fees and the required number of copies for all submittal items. A complete application packet includes all the information and items listed in the Submittal Requirement List shown below.

The Development Services Department conducts two application checks to ensure that application packets are complete before staff begins the development review process. Prior to accepting an application, staff will conduct a “**Counter Complete**” review of the submittal package. This initial counter complete review ensures that all required submittal items are contained within the package. If each item on the submittal requirement list has been submitted, the application will be accepted for further review.

Prior to processing the application, the Development Services Department will determine that the application is “**Technically Complete**”. A technically complete application must contain all information required by the applicable development regulations as they apply to the proposed land use action. Within twenty-eight calendar days after receiving a project permit application, the City will provide the applicant with a determination stating either that the application is complete, or that the application is not complete and more information must be submitted before staff review can occur.

Submittal Requirement List

The following checklists identify required information for pre-application and short plat submittals. **All** items with a number followed by an underlined space (i.e., 1.____) must be submitted before the application will be considered “Counter Compete”. **All** items with a check box (i.e.) must be complete for the application to be determined “Technically Complete”.

Pre-Application Submittal Requirements

- 1.____ COVERSHEET** – A coversheet listing the contents of the pre-application package, as well as a short narrative describing the proposed project;
- 2.____ APPLICATION FORM (separate)** – The pre-application form must be complete and the applicant must sign at least one original copy in ink;

3. __ APPLICATION FEE – The fee for pre-application for a short plat must accompany the pre-application submittal packet;

4. __ CRITICAL AREAS IDENTIFICATION FORM.

5. __ PRE-APPLICATION SHORT PLAT (18” by 24” in size) –

- ❑ **Vicinity map;**
- ❑ **Address of property** – street address;
- ❑ **Parcel number** – as provided by the Island County Assessor’s office;
- ❑ **Existing zoning** – current zoning;
- ❑ **Location of existing property lines**– indicate exterior property lines with a bold solid line and interior property lines with long dashed lines;
- ❑ **Location, size, bulk, height, and number of stories of any existing structures;**
- ❑ **Tabulation of total and proposed lot sizes;**
- ❑ **Existing and proposed lot divisions;**
- ❑ **Existing and proposed utilities;**
- ❑ **Existing and proposed streets, sidewalks/curbs, etc.**

6. __ SUBMITTAL REQUIREMENTS – 9 copies of the coversheet, the pre-application form and complete and accurate proposed short plat plans must be submitted along with the appropriate fee. The short plat map must be 18” by 24” with a ½” border on the top, bottom, and right hand margins and a 2” border on the left hand or binding margin.

Short Plat Submittal Requirements

- 1. __ COVER SHEET** – A coversheet listing the contents of the application package, as well as a short narrative describing the proposed project;
- 2. __ APPLICATION FORM (separate)** – The application form must be completed and the applicant must sign at least one original copy in ink;
- 3. __ APPLICATION FEE** – The fee for a short plat must accompany the application;
- 4. __ SHORT PLAT MAP** – The short plat map must be 18” by 24” with a ½” border on the top, bottom, and right hand margins and a 2” border on the left hand or binding margin. The short plat map must be prepared by a registered land surveyor, and the land surveyor must stake the corners of each lot on the ground and prepare a map of the property drawn in ink upon one or more sheets of mylar. Everything in the following list must be included on the short plat map:

PLAT MAP REQUIREMENTS

- The map must be to a scale not less than 100 feet to the inch, and a north arrow must be included on the plat map;**
- The boundary lines of the tract to be short platted and the interior lot lines, and the relationship to adjacent properties must be shown;**
- The length and bearing of the boundary lines and lot lines must be shown. The plat map shall be referenced to the State Plane coordinate system;**
- The location of monuments or evidence used as ties to establish the boundaries must be shown;**
- The location and dimensions of all easements and/or streets within or adjoining the short plat, and applicable City or Island County file numbers must be shown;**
- A certification by the land surveyor stating that all requirements of this title have been complied with must be included on the map; and**
- Any certificates as required by the City and Island County must be included on the plat map.**

DESIGN STANDARDS/REQUIRED IMPROVEMENTS

- All lots created by a short subdivision must abut upon an improved public street. Lot frontage must be a minimum of 30 feet. No flag lot shall be created. A “flag lot” is one using a narrow strip of property as access to the buildable portion of the lot. This street right-of-way, if a through street or a potential through street, must have a minimum width of 60 feet. The width requirement may be lessened when in the opinion of the Director, the standard right-of-way is not necessary for traffic circulation;**
- Other design and improvement standards for subdivisions will apply to short subdivisions, provided that the Director may waive or limit some of the requirements therein so long as the owner provides a covenant running with the land on the face of the short plat and that the owners of the lots**

will participate in a local improvement district which will provide the improvements waived;

- ❑ **Short subdivisions must be in accordance with the Oak Harbor development regulations and Comprehensive Plan in effect at the time of application.**

5. __LEGAL DESCRIPTION – A legal description of the property to be subdivided must be submitted;

6. __LEGAL STATEMENT – A statement, under oath, that the tract has not been subdivided within the last five years except by an approved long plat must be submitted*;

**Note: Land contained within a short subdivision may not be further divided in any manner within a period of five years from the date of approval without filing a standard plat, except that when the short plat contains fewer than nine parcels, the owner who filed the short plat is allowed to file an alteration within the five-year period to create up to a total of nine lots within the original short plat boundaries.*

7. __TITLE CERTIFICATE – A title certificate for the property issued by a title insurance company;

8. __CRITICAL AREAS IDENTIFICATION FORM – Critical areas reports identified during pre-application review.

9. __ASSOCIATED APPLICATIONS – Applications associated with the project, to the extent applicable (e.g. Shoreline, variances, conditional use, etc.) must be submitted with this application package;

10. __ENVIRONMENTAL REVIEW (SEPA) – 9 copies - Many applications are subject to review under the State Environmental Policy Act. If your proposal exceeds the following thresholds you will need to submit an environmental check list.

-Four dwelling units.

-For office, schools, commercial, recreational, services or storage buildings up to 4,000 square feet and more than 20 parking spaces.

-For landfills and excavations up to 100 cubic yards throughout the total lifetime of the fill or excavation; and any fill or excavation classified as a Class I, II or III forest practice.

11. __PRELIMINARY STORMWATER DESIGN REPORT – If the project involves the addition or re-development of 2,000 square feet or more of impervious surfacing, stormwater review will be required for the project;

12. __TRAFFIC IMPACT STUDY – A traffic impact study indicating the number of additional average daily trips the proposal could be expected to generate (if applicable);

13. __MAILING LIST AND MAP– A complete and accurate mailing list of all property owners adjacent to the project site, along with a map showing the locations of the adjacent property owners, must be submitted as part of the application package;

14. __SUBMITTAL REQUIREMENTS – 9 copies of a complete and accurate short plat map (18” by 24” in size), along with **9 copies each** of the application form, the project narrative and any other associated application forms*.

****Please refer to the pre-application meeting comments regarding any specific associated applications that may be needed along with the short plat application.***

9 copies of each report and/or study required must be submitted**. Applicable reports/studies include (but are not limited to): stormwater design reports, wetland reports, shoreline studies, traffic impact studies, etc.

*****Please refer to the pre-application meeting comments regarding any specific reports/studies that must be submitted along with the short plat application packet.***

NOTE: If a Public Hearing is required for this project, staff will request additional copies to present at meeting(s).

