



# Skamania County

## Community Development Department

**Building/Fire Marshal ♦ Environmental Health ♦ Planning**

Skamania County Courthouse Annex

Post Office Box 1009

Stevenson, Washington 98648

Phone: 509-427-3900 Inspection Line: 509-427-3922

## SHORT PLAT APPLICATION INTAKE CHECKLIST

(This form must be complete and submitted with all required documents for the application to be considered complete. Review will not begin on the project until all of the requirements below are submitted)

- | STAFF                    | APPLICANT                |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Short Plat Application. A completed application signed by the property owner and a \$850 <i>non-refundable fee</i> (payable to Skamania County Treasurer). Please note there will be a \$425 <i>non-refundable fee</i> charged for a short plat drawing re-review due to applicant's changes to the map. This fee will be charged for each re-review. <b>Fees are subject to change by resolution of the County Commissioners.</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | SEPA Checklist and <i>non-refundable</i> \$400 fee.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Land Division - OSS Application and <i>non-refundable</i> associated fee.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Land Division – Water Application (if applicable) and <i>non-refundable</i> \$595 fee.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Maps. Two copies of the short plat map (18" x 24") from your surveyor illustrating the proposed development, including lot lines, dimensions, lot size, all access roads and easements, water sources and existing features on and near the property.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Title Report. A "Subdivision Guarantee" or "Short Plat Certificate" from any title company for the specific property in the short plat application. If it is an amended short plat, a "Subdivision Guarantee" or "Short Plat Certificate" for each parcel created in the original short plat is required. These reports from the title company must be less than two months old at the time the Short Plat records.                |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal Descriptions. A copy of the legal description from the deed for the specific property in the short plat application, which can be obtained from the Skamania County Auditor's Office.  |

<b>Reviewed by</b> _____	Complete: Yes _____ No _____	Date: _____
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## SHORT PLAT APPLICATION & INFORMATIONAL PACKET

### What is a Short Plat?

A short plat is a land division process used to divide a parcel into four lots or fewer. Minimum lot size is determined by the zoning classification and water and on-site septic requirements.

### Short Plat Pre-Application Meetings

The applicant is strongly encouraged to schedule a pre-application conference, which includes meeting with a Planner, an Environmental Health Specialist and the County Engineer. Each department representative will discuss their requirements for short plat completion, and answer any questions the applicant may have. The applicant may bring a surveyor or a proposed layout of the project. These meetings must be scheduled at least two weeks in advance. Hours for these meetings are 10 am to noon on Thursdays and 2 p.m. to 4 p.m. on Tuesdays.

### The Process

All forms must be submitted for the Short Plat application packet to be considered complete. No review will take place on any applications if the packet is not complete. Once the application is considered complete, the following will take place:

1. All land divisions require a State Environmental Policy Act Checklist (SEPA) review, which is the first step in the Short Plat review process. A SEPA threshold determination will be issued by this department to adjacent property owners, local and state agencies, and published in the newspaper. This determination includes all environmental factors for the project and any report requirements that must be completed before the Short Plat map review may begin. There is a fourteen-day comment period for the SEPA threshold determination.
2. Once the SEPA is complete, review may begin of the Short Plat map. First, a Notice of Short Plat Application is issued to all adjacent property owners and local and state agencies. There is a twenty-day comment period for the Notice. During this time, the Environmental Health Specialist, Planner and County Engineer will review the maps and an Administrative Decision will be issued within 30 days of issuing the Notice of Application. The Administrative Decision outlines all the requirements that must be completed before the Short Plat may record.
3. Applicants have six months from the date of the Administrative Decision to complete the project. Applicants may request an extension, but this must be done prior to the six month deadline.

### Water and On-Site Septic Requirements

1. Water: All proposed lots must have a completed and approved water source prior to Short Plat recording. The Land Division – Water application, which must come in as part of the Short Plat packet, is used for this process. Water will be reviewed at the time of complete application determination and any outstanding requirements will be listed in the Administrative Decision.
2. On-Site Septic: All proposed lots must have approved soil test holes dug and evaluated prior to Short Plat recording. The Land Division – On-site Septic application, which must come in as part of the Short Plat packet, is used for this process. On-site septic will be reviewed at the time of complete application determination and any outstanding requirements will be listed in the Administrative Decision.

### Department Contacts

During the Short Plat process, you will be working with:

1. Planners
2. Environmental Health Specialists
3. County Engineer

Community Development: (509) 427-3900

Public Works: (509) 427-3910

**SHORT PLAT APPLICATION**  
(Please complete application in ink)

Applicant:	E-mail:
Address:	Home: (    )
	Work: (    )
Property Owner:	E-mail:
Address:	Home: (    )
	Work: (    )

Location of Property:

Tax Lot/Parcel #	Total acres:
Number of lots:	Zoning:

Water source:

<input type="checkbox"/> New Individual Well <input type="checkbox"/> Existing Individual Well <input type="checkbox"/> New Community Water System (Serving up to 6 lots) <input type="checkbox"/> Existing Community Water System (Serving up to 6 lots)	<input type="checkbox"/> Skamania County PUD Water System <input type="checkbox"/> Home Valley Water System <input type="checkbox"/> Mill-A Water System <input type="checkbox"/> Other Water System - specify
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Sewage Treatment Method:

Check all that apply to your parcel:

<input type="checkbox"/> Sensitive Habitat Area	<input type="checkbox"/> Streams, Creeks, Rivers	<input type="checkbox"/> Geological Hazard Areas
<input type="checkbox"/> Ponds, Lakes, Wetlands	<input type="checkbox"/> Steep Slopes	

**Please attach the Legal Description of the tax lot/parcel of this application. (Legal Description can be obtained from the County Auditor)**

Proposed use of lots (Residential, Commercial, Industrial, Recreational, etc.):

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Applicant signature(s):	Date:
Owner signature(s):	Date:

Signature of the property owner(s) authorizes the Community Development Department and other Agency personnel reasonable access to the site in order to evaluate the application.

FOR DEPARTMENT USE ONLY	
Legal description attached: Yes / No	
Date received	Date complete
Receipt #	File #

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## SURVEYORS

Trantow Surveying  
c/o Klein & Associates  
PO Box 786  
Bingen, WA 98605  
(509) 493-3111

Bell Design Company  
P.O. Box 308  
Bingen, WA 98605  
(509) 493-3886

Hagedorn Inc.  
1924 Broadway, Suite B  
Vancouver, WA 98663  
(360) 696-4428

Olson Engineering  
1111 Broadway  
Vancouver, WA 98660  
(360) 695-1385

Tenneson Engineering  
3775 Crates Way  
The Dalles, OR 97058  
(541) 296-9177

Mackay & Sposito, Inc.  
1325 SE Tech Center Drive, Suite 140  
Vancouver, WA 98683  
(360) 695-3411

Pioneer Surveying & Engineering, Inc.  
228 Columbus Avenue, Suite 104  
Goldendale, WA 98620  
(509) 773-4945

WyEast Surveys  
4399 Woodworth Drive  
Mt. Hood, OR 97041  
(541) 352-6065

Thomas Ray & Co. Surveyors  
PO Box 435  
Camas, WA 98607  
(360) 834-4827

Minister-Glaeser Surveying, Inc.  
2200 East Evergreen  
Vancouver, WA 98661  
(360) 694-3313

Lawson Land Services  
113 S Parkway Ave.  
Battle Ground, WA 98604  
(360) 687-0500

Klein and Associates  
Land Surveying  
1308 12<sup>th</sup> St.  
Hood River, OR 97031  
(541) 386-3322

Terra Surveying  
1406 12<sup>th</sup> Street, Suite 100  
PO Box 617  
Hood River, OR 97031  
(541) 386-4531

### **Disclaimer:**

**This list is not a recommendation of any person or firm listed.**

**This list is only provided as a service to the public.**

<b>SKAMANIA COUNTY RECORDING FEES</b>	
<i>Effective July 27, 2009</i>	
<b>RECORDING</b>	
Legal size or less	\$62.00/1st Page
Additional Pages	\$1.00/Each
<b>EXCEPTIONS</b>	
Deed of Trust	\$63.00/1st Page
Death/Birth/Marriage Certificate, Dissolution	\$32.00/1st Page
Employment Security Lien	\$59.00/1st Page
Appointment of Trustee/Substitution of Trustee/Assignment of Deed of Trust	\$14.00/1st Page
Additional Page	\$1.00/Each
DD214/Discharge Papers/Land Corner Records/WA State Child Support	no fee
Non-Conforming Document (recording fees additional)	\$50.00/Instrument
<b>MULTIPLE TRANSACTION DOCUMENTS</b>	
Multiple Transaction Document (please contact Auditor's Office)	Varies/1st Page
Each Transaction/Title will be charged as 1st Page Document (i.e. a single document titled Appt Trustee & Recon will be charged \$76. (\$14 for the Appt Trustee & \$62 for the Recon)	
Additional Page	\$1.00/Each
<b>PLATS/MYLARS</b>	
Plat/Subdivision	\$128.00/1st Page
Short Plat	\$128.00/1st Page
Condo	\$128.00/1st Page
Survey	\$128.00/1st Page
Boundary Line Adjustment	\$128.00/1st Page
Additional Page	\$5.00/Each
<b>UCC'S</b>	
UCC	\$62.00/1st Page
Additional Page	\$1.00/Each
Termination	\$62.00/1st Page
<b>COPIES</b>	
Recorded Document (11x17 or smaller)	\$1.00/Page
Certified Copy	\$3.00/1st Page
Additional Page	\$1.00/Each
Map Copies (18x24 or larger)	\$5.00/Page
<b>OTHER FEES</b>	
Record Search	\$8.00/hour
Marriage License	\$49.00/Cash Only
*Effective July 23rd, 1997 all documents submitted for recording in Washington State must conform to standard set by RCW 36.18 and RCW 65.04.	

**\*Recording fees are subject to change and will be calculated based on the fees in effect at the time of recording.**