

CITY OF ALGONA

APPLICATION FOR SHORT SUBDIVISION

402 Warde Street
Algona WA 98001
(253) 833-2897



APPLICATION No.		DATE RECEIVED	
AMOUNT PAID		RECEIVED BY	
RECEIPT No.		DATE COMPLETED	

APPLICANT NAME					
APPLICANT ADDRESS					
CITY		STATE		ZIP	
PHONE #			FAX #		

LEGAL OWNER NAME					
APPLICANT ADDRESS					
CITY		STATE		ZIP	
PHONE #			FAX #		

APPLICANT'S SIGNATURE			DATE	
LEGAL OWNER'S SIGNATURE			DATE	

QUARTER		SECTION		TOWNSHIP		RANGE	
KING COUNTY TAX #							

DATE OF SEGREGATION	WATER SOURCE	SEWAGE DISPOSAL

CURRENT LEGAL DESCRIPTION (attach if lengthy, please include zoning):

DECLARATION OF SHORT PLAT:

Know all men by these presents that we, the undersigned, owner(s) in fee simple and contract purchaser(s) of the land herein described do hereby make a short subdivision thereof pursuant to RCW 58.17.060, and declare this short plat to be the graphic representation of same, and said short subdivision is made with the free consent and in accordance with the desires of the owner(s).

NAME		DATE	
NAME		DATE	
NAME		DATE	
NAME		DATE	
NAME		DATE	
NAME		DATE	
NAME		DATE	
NAME		DATE	

Do Not Write Below This Line

PRELIMINARY APPROVAL:

EXAMINED AND APPROVED THIS _____ DAY OF _____, 20_____

PUBLIC WORKS DIRECTOR	
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ADDITIONAL COMMENTS:

LEGAL DESCRIPTION

PARCEL "A" DESCRIPTION:

PARCEL "B" DESCRIPTION:

PARCEL "C" DESCRIPTION:

PARCEL "D" DESCRIPTION:

MAP SHEET

Scale 1' = 100'

Indicate North

New parcels labeled A, B, C

SHORT SUBDIVISION

For Office Use Only

SP-ALG _____

SPECIAL CONDITIONS

1. All parties with interest in newly created lots must sign a Declaration of covenant and Irrevocable Power of Attorney with regards to formation of a ULID/LID.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

SHORT SUBDIVISION (SHORT PLAT) INSTRUCTIONS

AMC Chapter 20.12

Sections:

- 20.12.010 Application.
- 20.12.020 Plat map.
- 20.12.030 Short plat with dedication.
- 20.12.040 Development plan.
- 20.12.050 Administrative review.
- 20.12.060 Roads and rights-of-way.
- 20.12.070 Approval and filing of application.
- 20.12.080 Appeal of administrative decision.
- 20.12.090 Request for modification of statutory requirements.

20.12.010 Application.

Any subdivider desiring to subdivide a parcel of land in the city into at least two but not more than four parcels, any one of which is less than five acres in size, shall submit to the administrator an application for a short subdivision. An application for short subdivision shall consist of the following:

- A. An application form completed and signed by the subdivider. The form shall be supplied by the administrator;
- B. Five copies of a short plat map prepared in accordance with the provisions of Section 20.12.020;
- C. A title certificate showing the names of anyone with an interest in the land being subdivided;
- D. Filing fees as set forth in Chapter 2.50 of this code.

20.12.020 Plat map.

- A. A plat map submitted for short subdivision shall be drawn on an eight and one-half by fourteen inch legal size paper to an engineer scale not to exceed one inch equals one hundred feet unless a larger scale has been specifically approved by the administrator.
- B. The plat map shall be a sketch of the entire contiguous tract owned by the applicant showing the following information:
 - 1. Date, scale and north point,
 - 2. Name of property owners or outlines of existing subdivision lots for property adjacent to proposed short subdivision;
 - 3. Boundaries of each lot and of the total subdivision together with a description of monuments set;
 - 4. Legal description of the entire short subdivision and of each individual lot;
 - 5. Location of existing roads, rights-of-way or other important features adjacent to the proposed short plat;
 - 6. Location of any roads, easements or rights-of-way, and widths, proposed for the short plat;
 - 7. Boundaries of all land reserved in the deed for common use of the property owners of the short subdivision;

8. Approximate location of existing structures;
9. Location and width of proposed access drives and easements with ownership clearly indicated;
10. Any existing or proposed restrictions on the use of the land;
11. A space for approval by the administrator;
12. County and city clerk/treasurer's certificates indicating all taxes and assessments have been paid.

C. A legal description shall be submitted with the application. The administrator may require that a property survey and legal description be prepared by a licensed professional land surveyor or certified by a title insurance company doing business in the county.

20.12.030 Short plat with dedication.

When land dedication is required, the short plat shall be prepared by a licensed professional land surveyor.

20.12.040 Development plan.

When a short subdivision is designed with lot sizes large enough to be capable of further subdivision, the subdivider will be required to submit a future development plan depicting that adequate provision has been made in the proposed short subdivision for the future needs for access, utilities, compliance with the appropriate plans of the city and other criteria as set forth in other ordinances of the city.

20.12.050 Administrative review.

Upon receipt of a complete application, the administrator shall distribute copies of the information to the city engineer and other involved parties or agencies as necessary for review. The administrator with the assistance of other reviewing agencies shall determine whether:

- A. The proposed lots conform to the comprehensive plan and zoning requirements;
- B. The proposed lots are served with adequate means of drainage, water supply, sewage disposal, or other necessary services;
- C. The proposed lots have adequate means of ingress and egress;
- D. The public use and interest will be served by permitting the proposed division of property;
- E. The administrator may require additional information from the applicant to determine whether the project must be reviewed under the provisions of the State Environmental Policy Act of 1971 (RCW Chapter 43.21C) and as the same may be amended and supplemented from time to time. Preliminary approval of the short subdivision shall not be given until all requirements of the Act are fulfilled. If a stream or natural drainage way exists in the proposed short subdivision, it shall not be altered until an assessment is made of potential environmental effects;
- F. No plat shall be approved which is situated in a flood control zone as provided in RCW Chapter 86.16 without approval of the State Department of Natural Resources;
- G. If the land is unsuitable or inappropriate for subdivision due to flooding, inundation, swamp conditions, steep slopes, rock formations, hazardous soil conditions or other features likely to be harmful to the safety, welfare and general health of the future residents or adjoining residents, that land shall not be subdivided until provision is made for construction of protective improvements by

the developer and the improvements are approved by the city engineer.

20.12.060 Roads and rights-of-way.

- A. The city engineer shall review each short subdivision to determine if in his opinion there is an existing or future need for public access through a proposed short subdivision. If such a need exists, the city engineer may recommend that the short subdivision be denied and the applicant be instructed to proceed with a full subdivision including construction of public roads. If it is determined the need for public roads does not exist, the city engineer may recommend the approval of a short subdivision with lots served only by private access. In such a case the access shall be designed in accordance with this code and city ordinances and recommendations of the city engineer.
- B. Minimum design requirements shall be as follows:
 - 1. Serving one or two lots, twenty feet wide, fifteen contiguous feet of which shall be paved with asphalt or concrete;
 - 2. Serving three or four lots, thirty feet wide, twenty-five contiguous feet of which shall be paved with asphalt or concrete;
 - 3. Five feet of either side of the above described easements shall be dedicated to adequate drainage as approved by the utilities superintendent.
- C. The city engineer may recommend the dedication of right-of-way either along an existing road or to provide for a future road as a condition of approval.

20.12.070 Approval and filing of application.

- A. Within one hundred and twenty (120) days of the receipt of completed application, the administrator shall notify the applicant of approval or denial of the application. If the application is denied, the applicant shall be notified in writing of the denial and reasons for denial.
- B. If the application is either approved or conditionally approved, the applicant may satisfy the necessary conditions, and submit the original of the map to the administrator, the administrator shall record the original with the County Recorder. The short subdivision is not a legal subdivision until it has been recorded with the Recorder.

20.12.080 Appeal of administrative decision.

Any person aggrieved by the decision of the administrator to approve or disapprove a proposed short plat may appeal the decision to the planning commission and subsequently to the city council within thirty days following issuance of the decision. The commission and council after public hearings thereon, may affirm or reverse the administrator's decision, or may remand the application to the administrator with instruction to approve the same upon compliance with conditions imposed by the commission and council.

20.12.090 Request for modification of statutory requirements.

Request for modification of the requirements of this title as to any short subdivision shall be heard by the board of adjustment as an application for a variance as provided in Title 22.

AMC Chapter 20.16

VIOLATION - PENALTY

Sections:

- 20.16.010 Violations - Penalties.
- 20.16.020 Violation of court order or injunction - Penalty.

20.16.010 Violations - Penalties.

- A. No person shall transfer, sell, lease or offer for transfer, sale or lease any land subject to the requirements of short plat approval, until a short plat has been approved and filed.
- B. No lot, parcel, or subdivision subject to the provisions of this title shall be placed on the assessment rolls until an approved short plat has been filed with the county auditor.
- C. Whenever any parcel of land is divided and any person, firm, or corporation or any agent of any of them sells or transfers, or offers or advertises for sale or transfer, any such lot, tract, or parcel without having a final plat of such subdivision filed for record, the prosecuting attorney of the city shall commence an action to restrain and enjoin further subdivisions or sales, or transfers, or offers of sale or transfer and compel compliance with all provisions of this title. The costs of such action shall be taxed against the person, firm, corporation or agent selling or transferring the property.

20.16.020 Violation of court order or injunction - Penalty.

Any person who violates any court order or injunction issued pursuant to this title shall be subject to a fine of not more than five hundred dollars or imprisonment for not more than ninety days or both.