

A Subdivision (also referred to as a long plat or long subdivision) is used to divide land into five or more parcels or lots, any one of which is less than 20 acres. The creation of 5 or more 20 to 80 acre lots, is subject to the Large Lot Subdivision process. Also, if a person wants to divide property within a short plat prior to the 5 year waiting period, they must do so in accordance with the subdivision process.

What is the main difference between short platting property and subdividing (long platting) property?

SHORT PLATS (short subdivisions) are the creation of 4 (or less) lots which are approved through administrative review of the Planning, Road, and Health Departments. Short plats require a survey, title report, soil evaluation, and access to each lot that is constructed to subdivision ordinance standards. Utilities are not required to be installed during the short plat process.

The number of lots being created within a subdivision will create more of an impact to public services, the environment in general, and the surrounding landowners - therefore the review is more extensive than a short plat.

SUBDIVISIONS (long plats or long subdivisions) are approved only after a public hearing with the Planning Commission where they review the project, attach appropriate conditions to mitigate any potential negative impacts, and make recommendation to the Board of County Commissioners. The Board of County Commissioners make the final decision to

preliminarily approve or deny a subdivision. Once preliminary approval has been granted, the applicant has 3 years to obtain final approval, with the possibility of obtaining one, two-year extension.

A Subdivision requires access to be constructed, and all utilities including power, water and sewer lines (if applicable) be installed to the proposed lots prior to final approval of the plat. If wells are proposed, they will also need to be drilled prior to final plat approval.

The Subdivision Process:

Pre-submission conference:

A pre-submission meeting is required. The applicant is to provide a map showing how they propose to divide the property. At the meeting, the Road Department, Health Department, and Planning Department will review the project and advise (per the Subdivision Ordinance) relating to roads, septic/sewer, water, and survey requirements. The meeting is meant to provide general information which identifies potential problems up front, prior to the applicant making any large investments.

Application:

A complete application consists of:

- Preliminary Plat Application with a fee of \$900.00 (with additional \$10.00 per lot for each lot over 10 lots).
- Environmental Checklist with a fee of \$250.00, and if required, additional

environmental studies, etc. (additional fees may apply).

- Current ownership certificate from a recognized title company and notarized signatures of any party with an ownership interest in the property proposed for division, consenting to the subdivision.
- Names and addresses of all landowners within 300 feet of the exterior boundaries of the proposed division of land.
- Two copies of the preliminary plat map.
- Two copies of plans, profiles and specifications for street, utilities, and other proposed improvements.
- If individual sanitation disposal systems are proposed, you must contact the Klickitat County Health Department to arrange for a site evaluation for each proposed lot in order to certify the feasibility of on-site sewage disposal.
- If the subdivision is to be served by community water or sewer, a letter from the provider will need to be submitted, assuring that services are available.
- Other information as deemed necessary to complete an application.

Application Review

The subdivision is examined with regard to:

- Conformance to current requirements and standards of Klickitat County's Subdivision and Short Platting Ordinance, Zoning Ordinance, Comprehensive Plan, Shoreline Master Plan, Title 12 Transportation Standards, and Environmental Ordinance.

- Adequate planning for drainage ways, road right-of-way, legal access, water supply, sewage disposal, and fire protection.
- Unusual environmental characteristics of the site such as floodplains and steep slopes, which may require special planning.
- Floodplain and Irrigation Districts.

Once an application is deemed complete, it will take a minimum of 45 days for the Planning Department and other interested municipal, county and state agencies to review. A public hearing date will be scheduled with the Planning Commission. An environmental determination will be made as to whether the proposal will have significant impact to the environment. Prior to the Planning Commission Hearing, a staff review for the project will be prepared by Planning Staff, and will include any necessary conditions which are required, to address concerns submitted by the agencies/individuals, and any conditions required by the Klickitat County Subdivision Ordinance.

No subdivision shall be presented to the Planning Commission for review until certified approval is received from the Road Department, Health Department, and Fire District.

If the Planning Commission recommends approval of the subdivision, the recommendation will be forwarded to the Klickitat County Board of Commissioners within 14 days of the date of the hearing. If the Board of Commissioners deems it in the public interest to change the Planning

Commission's recommendation in any way, they will need to schedule a public hearing of their own. Once preliminary approval has been granted by the Board of County Commissioners, the applicant has three years to complete the development of the subdivision, with the opportunity of two, one year extensions if deemed necessary.

Appeal:

The Board's decision may be appealed to the Superior Court within 24 days of the date of decision.

Final Approval:

Final approval of a subdivision will include, but may not be limited to the following:

- A final survey of the subdivision.
- Construction of roads per Title 12 Transportation Standards.
- Installation of all utilities, including power, water & sewer lines (if served by community services), and if not served by community services, individual wells will need to be established on each lot. If septic systems are proposed, verification is required that each lot has adequate area to accommodate a septic system (plus reserve area). The septic system does not have to be installed prior to final plat approval.
- Drainage analysis of pre and post development.

- Payment of current year taxes (first and last half).
- Fencing of the subdivision perimeter.

Once it has been determined that all conditions of approval have been met, a meeting is scheduled with the Board of County Commissioners to consider granting final approval of the subdivision.

FEES*

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| Application Fee | \$900.00 plus \$10.00 per lot over 10 lots |
| Environmental Review | \$250.00 |
| Subdivision Guarantee | Contact Title Company |
| Soils Evaluation | Contact KC Environmental Health |
| Final Lot Check Fee Road Inspection GIS Fee | Contact KC Public Works |
| Filing Fee/Final Long Plat | Contact Klickitat County Auditor |

RECORDING

Once the final subdivision has been approved and signed by all required departments, it must be recorded in the County Auditor's Office. After the Plat has been filed the lots may be sold.



**If you have questions call the
Klickitat County Planning
Department,**

**(509) 773-5703
800-765-7239
Fax (509)-773-6206**

planning2@klickitatcounty.org

**or stop by the County Service
Building
115 W. Court St. 3rd floor
8:00 AM - 5:00 PM**

**Klickitat County Planning
Department
115 West Court Street, MS-302
Goldendale, WA 98620**

IF YOUR PROPERTY IS LOCATED IN THE NATIONAL SCENIC AREA, THE COLUMBIA RIVER GORGE COMMISSION REQUIRES YOU TO COMPLY WITH ALL NATIONAL SCENIC AREA REGULATIONS. THEY CAN BE CONTACTED AT 509 493-3323

Subdivision



**This publication explains the
SUBDIVISION PROCESS, when
it can be used, and how to
submit an application.**

**This brochure contains general information
only and is subject to periodic change.
Contact the Planning Department for
specific details regarding current
information.**