

**SHORT SUBDIVISION / SHORT PLAT
APPLICATION AND APPROVAL
PROCEDURE**

STEP #1

- A) Pick up application from Wahkiakum County Building Section.
- B) Contact land surveyor or engineer to survey and layout proposed short subdivision / short plat.
- C) Contact Wahkiakum County Health Department for septic/sewer requirements and potable water requirements.
- D) Obtain title insurance report or certificate of ownership from title insurance company.

STEP #2

- A) Submit completed application with a reproducible copy of short plat map to Wahkiakum County Building Section.
- B) Pay short plat application fee of \$200.00 plus \$25 per lot. Make check payable to Wahkiakum County.
- C) When A and B above are completed Wahkiakum County Building Section starts a 10 working day review of the proposed short plat for compliance to all applicable ordinances and regulations.
- D) Upon completion of the 10 working day review, the permit coordinator writes a finding of fact on the proposed short plat. The finding of fact is a report on whether the proposed short plat meets all short plat requirements or will need modification before approval can be given.

STEP #3

- A) A final mylar map of the short plat will need to be submitted to the permit coordinator.
- B) The mylar map of the short plat will need to be signed by a public notary and all land owner(s) and lending agency who have ownership interest in the property.
- C) The permit coordinator will submit the signed mylar map to the Public Works Director for his approval and signature as well as the Health Officer for his/her approval and signature.
- D) When all the above signatures and approvals have been obtained the applicant may file the signed mylar with the auditor. The fee for filing the short plat mylar with the auditor is \$106 for the first page, plus \$5.00 for each additional page.
- E) The auditor requires one copy of the filed mylar. The public works office makes these copies. The price per copy is \$2.00.
- F) If you plan on selling or transferring your property, a Request for Advisory Segregation needs to be filed with the Wahkiakum County Assessor's office in order that each lot will have its own parcel number.