



# SHORT PLATS



## ***How does the short plat process work?***

Applications to divide property are submitted to the Department of Community Development (DCD). DCD then supplies the information to

Development Engineering and the Kitsap Health District (KCHD) for review.

## ***Review by DCD:***

DCD is the lead agency for the short platting process. The application is reviewed for completeness; if any additional information is necessary, you will be notified. The preliminary short plat application, once accepted and complete, takes approximately 90 calendar days to be reviewed. When the preliminary application is approved or denied, the applicant is notified in writing.

The short plat is examined with regard to:

- Conformance to the current requirements and standards of the County's Subdivision and Zoning Codes, Comprehensive Plan, Shoreline Master Program, and Critical Areas Ordinance
- Ownership and acreage verification
- Legality of creation of the lot being short platted
- Any conditions for future development that may have been established in a previous land-use action or subdivision.

## **Final Application:**

At anytime within three years following the notice of Preliminary Approval, the applicant may submit the final submittal to DCD. Contents of a final application must conform to the requirements as set forth in the Short Subdivision Ordinance No. 108-E-1991, which is included in the short plat application packet available at DCD, (360) 337-7181.

## **Recording:**

Once the final short plat has been approved by DCD and all taxes and assessments have been paid through the current year, the short plat may be recorded in the Auditor's office (360) 337-7129.

## ***Review by Development Engineering (DE):***

The Engineering Division reviews the short plat's streets and easements for alignment and coordination with adjacent properties. The Stormwater Division reviews each proposed lot for surface water drainage impacts. The Traffic Division reviews the short plat to ensure the streets and accesses to the short plat are adequate to accommodate the anticipated traffic. After review, these divisions assign specific requirements that must be met before final short plat recording and/or building permit approval.

## ***What are the DE requirements?***

DE may assign one or more of the following conditions to the preliminary short plat and may require a Site Development Activity Permit (SDAP) to be completed prior to final short plat:

- An abbreviated drainage plan
- An engineered drainage plan and analysis
- Construction of roads and stormwater facilities
- No drainage required
- New or additional easements for streets, stormwater facilities, and utilities
- Engineering of roads for sight distance, alignment, and signage
- Other additional reports or analyses required to support the application.

## ***Review by KCHD:***

Following submittal of your short plat application, the Environmental Health Division of the KCHD will perform an on-site evaluation of the property in order to certify the feasibility of an on-site sewage disposal system. They also review the preliminary short plat to assure the proposal conforms to current standards regarding domestic water supply. For more information, please contact KCHD, Environmental Health Division (360) 337-5285.

## ***What is the cost for the short plat review?***

Contact each agency involved for the various fees associated with the short plat process.

## ***What other permits may I need?***

Contact each agency involved for the various permits associated with the short plat process.