

Lewis County Community Development

125 NW Chehalis Ave, Chehalis, WA 98532 Phone: (360) 740-1146 • www.lewiscountywa.gov

Type I or III Application

Short Plat Large Lot Subdivision Long Plat Subdivision

Preliminary Plat

Final Plat

Base fees:

Short Plat and Large Lot Application Fee	\$1,385
Long Plat Subdivision Application	\$4,000
Long Plat Subdivision Final Approval Application	\$1,600
SEPA (5 lots or more)	\$850*
*plus other dept. SEPA fee	varies
Public Works Review Fee	\$300
Public Health Review Fee	\$515
Land Development Review	\$200
Final Map Review Fee	\$150
Hearing Examiner Fee	\$750
Total Base Fees for Short Plat (1-4 lots) and Large Lot (1-4 Lots)	\$2,550
Total Base Fees for Large Lot with 5 or more lots	\$3,400
Total Base Fees for Long Plat Subdivision Application	\$6,765
Long Plat Subdivision Final Approval	\$2,615

Variable Fees

If within WRIA 23, 11, or 13	\$500
Soil Evaluation for each lot or Sewage Permit Application (Designed review fee \$225 per lot)	\$200 \$375
Well Site Approval	\$488
Water System Review (Over 6 hrs then \$130 per hour)	\$780
Water Availability Notification for each lot	\$130

Additional fees may apply. The full list of fees can be found on currently adopted fee schedule (i.e. Stormwater, Road Plan Review, Road Approach etc.)

Prior to recording final documents for this activity, all property taxes, assessments and recording fees must be paid.

Contact the Lewis County Treasurer's office and the Lewis County Auditor's Office for complete information.

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Process:

The process for each subdivision type varies. The **general** process includes the following.

1. Applicant submits a complete application, including a preliminary plat map drawn by a Washington State Licensed Professional Land Surveyor.
2. The Planning Department reviews the application for completeness. If additional information is needed, the planning staff will notify the applicant.
3. The complete application will be routed to different departments to review. When the review is finished, the departments will notify the Planning Department of comments or conditions.
4. If the proposal is a Short Plat or Large Lot Subdivision
Preliminary Approval will be granted with conditions or will be denied.
 - i) If the proposal is denied, the applicant will be informed, in writing, the reason(s) for denial.
 - ii) If preliminary approval is granted with conditions, the applicant will need to complete those conditions.

If the proposal is a Long Plat Subdivision

A recommendation by staff will be sent to the Lewis County Hearings Examiner for a Public Hearing.
The Hearings Examiner's Decision is final.

5. Once the conditions of preliminary approval are met, the final plat map shall be submitted to Planning Department for final signatures or final approval application
6. After the conditions of preliminary approval are determined to be met, the Public Works and Planning Departments sign the final map for a Short Plat or Large Lot Subdivision and submit it for recording in the Lewis County Auditor's Office.

If the proposal is a Long Plat Subdivision, the final map will be reviewed by the Public Works, Public Health and Social Services, Environmental Services Division, and Planning Department to verify the conditions of preliminary approval have been completed. If all conditions of preliminary approval are complete, then the Subdivision Administrator will sign the final map and submit it for recording in the Lewis County Auditor's Office.

Land Divisions must show:

All lots have building areas outside designated critical areas and buffers

Demonstrate this by showing all critical area boundaries and buffers on the proposed land division map. All buffers must comply with existing Lewis County development regulations, including, but not limited to: the Critical Areas Ordinance, the Shoreline Master Program, and the Flood Hazard Prevention Ordinance.

That the land division makes adequate provision for roads, waste disposal, and water consistent with County standards.

Adequate Provisions for Roads/Access

Access from a public road requires an access or approach permit. If access is proposed from a state highway, the State Department of Transportation must review and approve access. Even if there is a current access permit, the DOT must review and approve access based on the land division proposal. Roads are required to meet County standards (if they are to be dedicated to the County) or County recommendations (if they are to be private roads). A maintenance agreement must be provided, indicating how the private roads will be maintained.

Approved Sewage Disposal

All proposed and existing sewage systems or septic systems or connections to public systems shall be indicated on the preliminary and final map. If individual septic systems are proposed, a soil survey shall be submitted for each lot, demonstrating that a septic system is feasible, in compliance with County Health Department standards. If connections to public systems are proposed, the applicant must submit certification from the provider that sewer is available using the SAN form.

Approved Water

The location of wells or public water connections are required to be indicated on the map. If water from a water service provider is proposed, the applicant must submit certification from the provider that water is available in quality and quantity sufficient for the proposed use of all lots within the land division (using the WAN form – one for each proposed lot). If individual wells or a public well is proposed. The proposed locations shall be shown on the drawings and include the 100 foot radius Sanitary Control Area.

Recording of Approved Land Division Final Map:

All costs associated with the recording of the final map shall be paid by the applicant. All property taxes and assessments shall be paid in full for the year in which the final map is recorded. Within 30 days of approval of the final map, it will need to be recorded at the Lewis County Auditor's Office

Other Disclaimers:

If your parcel is in a special tax program such as Open Space Farm and Agricultural Land, Open Space Timber, or Designated Forest Land, or if you are getting a Senior Exemption on your taxes, you are encouraged to discuss any considered land divisions with the Assessor's Office BEFORE making those changes. Land divisions may involve undesired tax consequences. You may reach the Assessor's Office at (360) 740-1392.



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LAND DIVISION

Type I or III Application

Type I applications involve decisions that do not require public notice and are decided by the administrator.
The Type I applications include Short Plats and Large Lot Subdivisions (Short Plats are limited to four lots if zoning can be met)
Type III application involve decisions that are heard by the Lewis County Hearing Examiner after a Public Hearing.
Type III applications include Long Plat subdivisions

The following are required to be submitted for the Land Division application to begin the review process:

STAFF	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Survey Map drawn by a Washington State Professional Land Surveyor (PLS)-With all the requirements on the Lewis County Community Development 'Land Division Map Requirements' Handout.
<input type="checkbox"/>	<input type="checkbox"/>	Completed 'General Information' Application Completed 'Land Division' Application
<input type="checkbox"/>	<input type="checkbox"/>	Original Legal Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of a legal lot of record and meet the criteria in the Lewis County Code Chapter 16.02.050
<input type="checkbox"/>	<input type="checkbox"/>	Lot Closure Notes for each lot prepared by a Washington State Professional Land Surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Existing road maintenance agreements, well maintenance agreement, community on site sewage disposal system maintenance agreements, or restrictive covenants that apply with the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	For applications proposing service from a public or municipal sanitary sewer or water system, provide a signed Sewer Availability Notification (SAN) form and Water Availability Notification (WAN) form for each of the proposed lots. For those proposing septic systems, copies of soil evaluations for each lot. If wells are proposed, a copy of certification of water availability SEPA for 5 lots or more Application Fees Other: _____

Any appeals for Type I applications will be heard by the Lewis County Hearing Examiner per the Lewis County Code Chapter 17.05.

For Official Use Only:	
Date of Application Submittal: _____	Application Number: _____
Associated Permits: _____	Permit Technician: _____

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Land Division Survey Map Requirements

Survey Maps: For electronic submittal, PDF from mapping program (preferred method). If hard copy, then one (1) copy of a map (18" by 24" Survey) meeting all the requirements for recording by the Lewis County Auditor to the Administrator for review with, permanent black ink, and meeting the requirements of WAC 332-130-050 and RCW 58.58.09.

STAFF APPLICANT

- A label identifying the map as the correct land division type (Short Plat, Large Lot Subdivision or Subdivision of _____ [insert proposed unique name of the Long Plat Subdivision])
 - Reference the Land Division Permit number (LLS, SP, LP) on the face of the map
 - Original legal description and proposed legal descriptions on the face of the map
 - A vicinity map, the date, and north arrow
 - The names and addresses of the owner
 - The acreage of the proposed lots
 - The original lot lines
 - The proposed lot lines with a number assigned to each lot. Lot numbers are to begin with number one (1) and proceed in a consecutive sequence
 - The location, width, and names of all existing streets, ingress, egress, or easements within or adjacent to the proposal, including, but not limited to, existing or proposed easements to provide access to each lot, and indication as to whether they be public or private and the Auditor's File Number
 - The location of existing structures, fences, buildings and improvements
 - The location of natural features such as water bodies, rivers, steep slopes and wetlands
 - The location of all existing and proposed wells and septic systems including reserve areas, water lines, sanitary control areas, and other utility lines
 - Point of proposed access for each lot to the public road, whether each lot shall use a common access or have individual access
 - The boundaries of any land to be reserved for the common use of the property owners
 - Location (to the extent possible) of all section and section subdivision lines referenced in the legal description of the entire property to be subdivided
- Survey maps shall also contain
- i. Name of professional land surveyor (PLS), stamp and signature of PLS;
 - ii. Any monuments and markers of record, a minimum of two corners must be set or found;
 - iii. A signature block for the approval and signature of the Administrator, and the date signed;
 - iv. Signature block for Treasurer with a statement that property taxes for the parcel within this map have been paid through the year of recording; and
 - v. Signature block for Auditor
 - vi. Signature block and notary block for owners

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GENERAL INFORMATION

Property Owner Information:

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Tax Parcel Number (s): _____ Zoning: _____ Acreage: _____

Site Address: _____

_____ Quarter Section, Section _____, Township _____ North, Range _____ East/West (Circle One)

Applicant (if different from owner):

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Tax Parcel Number (s): _____ Zoning: _____ Acreage: _____

Site Address: _____

_____ Quarter Section, Section _____, Township _____ North, Range _____ East/West (Circle One)

Surveyor or Other Contractor Information (Attach additional sheets if necessary):

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Acknowledgement

I understand that County regulations require owner permission for County personnel to enter private property to conduct permit processing, review, and inspections. I also understand that my failure to grant permission to enter may result in denial or withdrawal of a permit or approval. By my signature below, permission is granted for representatives of the Community Development, Environmental Health, and Public Works Department to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections or reviews.

Prior notification of the date of inspections will take place is: Required Not Required

() (Must provide phone number where applicant/representative can be reached)

I/We certify that all plans, specifications and other submissions required in support of this application conform to the requirements of all federal, state, and local codes and applicable laws and ordinances; and I certify that I am either the current legal owner of this property or their authorized representative. With this document, I take full responsibility for the lawful action that this document allows.

I certify that I have read and understand the limitations and conditions of Lewis County Code and agree to comply with all conditions of approval. I understand that any permits issued by Lewis County, consistent with the attached site plan, are valid ONLY if construction is in according to this plan and all other conditions of the permit are followed. By my signature below, I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

Signature: _____

Date: _____

Check one: Owner Authorized Agent

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LAND DIVISION

Parcel Number(s): _____ Permit Number: _____

Site Characteristics:

How many lots are proposed: _____

Has the existing lot previously been subdivided with any type of subdivision process?: Yes No;
If Yes, what is the Auditor's File Number (AFN)?: _____

Total Acreage of the parcel(s): _____

Sizes of the proposed lots:

Lot 1: _____

Lot 2: _____

Lot 3: _____

Lot 4: _____

Use a separate sheet of paper if additional lots are proposed

Do any of the lots have structures? If so, please identify the lot number and the type of structure

What uses are proposed for the proposed lots?

Lot 1: Commercial Residential Industrial Other: _____

Lot 2: Commercial Residential Industrial Other: _____

Lot 3: Commercial Residential Industrial Other: _____

lot 4: Commercial Residential Industrial Other: _____

Use a separate sheet of paper if additional lots are proposed

Existing Sewage Disposal (including sewage permit number and date of approval):

- None
- Septic Tank on lots #: _____
- Sanitary sewer on lots #: _____
- Other (specify): _____

Proposed Sewage Disposal:

- Septic tank on lots #: _____
- Sanitary Sewer on lots #: _____
- Other (specify): _____

Existing water supply:

- None
- Individual well on lots: _____
- Public or municipal water system (name of system): _____
- Other (specify): _____

Proposed water supply:

- Individual well on lots: _____
- Public or municipal water system (name of system): _____
- Other (specify): _____

Access:

Name of Public Road(s) used for access: _____

Roads in the subdivision will be: Private Dedicated to Lewis County

Will a new private road be constructed or expanded within the land division? YES ___ NO ___

Identify which district or agency provides the following services:

Fire Protection District: _____

School District: _____

Telephone Company: _____

Electrical Power Utility: _____

Garbage/ Refuse Service: _____

Certification

I/we the undersigned, as the applicant, hereby certify that the map and legal descriptions attached hereto show the entire contiguous ownership in which I/we have an interest by reason of ownership, contract for purchase, earnest money agreement or option for purchase by any person, firm, or corporation in any manner connected with this proposed land division and that the following is the signature(s) of the owner, contract purchaser, or their representative.

Also, that all adjoining land is owned by others not associated by a land development business relationship with the owner.

Also, that the information contained in this application, map, legal descriptions, and any other supporting documents is true and correct to the best of my/our knowledge.

Signature: _____ Date: _____

Signature: _____ Date: _____

Use additional sheets if needed for other signatures