



SHORT SUBDIVISION APPLICATION

PRELIMINARY

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

file no.

A Short Subdivision is the subdivision or re-subdivision of land into nine or fewer parcels. Please review applicable design standards, infrastructure requirements, and the Short Subdivision process in Chapter 16.04 of the Port Angeles Municipal Code (PAMC). It is recommended that any interested party schedule a pre-application meeting with Department of Community & Economic Development (DCED) staff to review preliminary subdivision design and the evaluation process before submitting an application.

A copy of Chapter 16.04 of the PAMC is available online at https://library.municode.com/wa/port_angeles/codes/code_of_ordinances.

APPLICATION MATERIALS CHECKLIST

A complete Preliminary Short Subdivision Application shall include:

Application Form: A completed and signed Short Subdivision Application form

Project Narrative: A narrative explaining the purpose of the Short Subdivision

Access & Utilities Plan: Proposed method(s) for serving individual lots with access and utilities

Stormwater Management Plan: A plan to manage stormwater in the entire subdivision, with sufficient information to enable a determination of compliance with PAMC 16.04.090(A). The plan shall include a preliminary drainage report addressing runoff from all hard surfaces.

Preliminary Plat: A high-resolution digital copy of a drawing in black ink, at a scale of not less than 1"=100 feet and including, at minimum, the information listed in PAMC 16.04.060

The date, scale, and north arrow;

The boundaries of the entire property, including all contiguous property owned by the subdivider;

A legal description of the property being subdivided;

Identification, dimensions, and area of all proposed lots;

The name and location of existing and proposed public rights-of-way;

The location of existing and proposed easements;

The required building setbacks on each proposed lot;

The location of existing buildings and structures and their distances from property lines;

The location of existing natural features, such as streams, rivers, wetlands, shorelines, drainage ways, ravines, and steep slopes;

The location and size of existing utilities, including water, sewer, storm drains, and fire hydrants.

SEPA Checklist: A complete SEPA Environmental Checklist (if determined necessary by staff)

Additional information: The application may include any additional supplemental information that would enable DCED to evaluate the proposal for compliance with the requirements for preliminary approval listed in PAMC 16.04.090.

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APPLICANT INFORMATION

Applicant Name: _____ (Property Owner: Yes No)

Mailing Address: _____

Phone: _____ Email: _____

Applicant's Representative (If other than applicant): _____

Phone: _____ Email: _____

(If the applicant, or applicant's representative, is not the property owner, written authorization from the owner for this proposed action must be provided)

SUBJECT PROPERTY

Property Owner(s): _____ (Same as Applicant)

Property Owner Address: _____

Full Street Address(es): _____

Full Legal Description(s): _____

Tax Parcel Number(s): _____

Current Zoning: _____ Comprehensive Plan Designation: _____

SHORT SUBDIVISION DETAILS

Existing Lot Area	(acres / sq.ft)	Number of New Lots	
Proposed Lot #1	(acres / sq.ft)	Proposed Zoning	
Proposed Lot #2	(acres / sq.ft)	Water (Service Type)	
Proposed Lot #3	(acres / sq.ft)	Sewer (Service Type)	
Proposed Lot #4*	(acres / sq.ft)	Electricity (Service Type)	
Streets / ROW	(acres / sq.ft)	Street Type	
Parks / Open space	(acres / sq.ft)	Stormwater Facilities	

* If subdivision proposes more than 4 lots, use separate page to list the size of each proposed lot.

I (We) hereby certify under penalty and perjury of the laws of the State of Washington that I (we) are the owner(s) or authorized representative(s) of the owner of the above-described property and request that the short plat be approved. It is understood that willful misrepresentation of the information will terminate the application.

Date _____ Print Name _____ Signature (Owner Representative) _____

Notes:	DATE STAMP
Fees: \$200 Application	