

A short plat (also referred to as a short subdivision) is used to divide land into 4 or less lots, in which the smallest lot created is less than 80 acres for the purpose of sale or other transfer of ownership.

All vested interest holders in the property (spouse, partner, Mortgage Company, real estate contract holder, etc.) must agree to the short plat.

Why is a short plat required to subdivide land?

State and County laws require short platting for several reasons:

- To assure future owners that the proposed lots are acceptable building sites, with regard to sewage disposal, water supply, etc.
- To prevent, mitigate, or solve water drainage problems.
- To ensure legal and safe access for emergency vehicles and the public.
- To verify compliance with County land use policies.
- To plan wisely for continued community growth.
- To maintain reliable public ownership records.
- To promote accurate and precise legal descriptions of each lot, while protecting the interests of future lot owners.

What divisions and transfers of land are not subject to short platting?

- Any division of land not containing a dedication, in which the smallest lot created by the division is 1/8th of a section (80 acres) or more (*Divisions of 20-80 acre parcels are subject to the Large Lot Short Plat process.*)
- Any cemetery or burial plot, used for that purpose.
- Any division of land made by testamentary provisions, or the laws of descent.
- Assessor's plats made in accordance with RCW 58.10.010, RCW 58.17.240, and RCW 58.17.250.
- Divisions of land relating to the acquisition or exchange of land by public agencies and public service providers, for purposes including, but not limited to, road construction.
- Divisions of land for primarily commercial and/or industrial purposes.
- Any division for the lease of land for agricultural purposes, where no improvements are permitted to be placed upon the leased premises.
- Any division of property made solely for the purpose of mortgaging a home by the property owner, provided a letter stating this purpose signed by the owner or a designated representative accompanies the deed submitted to the treasurer's office.
- Boundary line adjustments, given that no new lots or building sites are created.

Can a second dwelling unit be placed on a lot or parcel without short platting the property?

Possibly, see the Accessory Dwelling Unit Development Assistance Brochure.

Can I short plat a previously short platted lot?

You must wait 5 years from the date of final approval to re-divide your property, or you must use the long subdivision process.

Can a lot within a subdivision be short platted?

Yes. Subdivision lots may be further divided using the plat alteration process (RCW 58.17.215). Requirements are subject to subdivision covenants (if applicable) and include obtaining addresses and signatures of property owners within the subdivision. The Board of County Commissioners must approve all plat alterations.

The Short Plat Process

APPLICATION

Prior to acceptance of a short plat application, the landowner (or representative) should schedule a pre-submission conference with the Planning Department. You will need to provide a map showing how you are proposing to divide the property, including the proposed access to each lot. The Road Department and Health Department will be present at the meeting to discuss requirements and concerns relating to the proposed short plat. There is no fee for a pre-submission conference.

A checklist is provided at the pre-submission conference detailing exactly what documents will be required for an approved short plat.

SITE EVALUATION FOR ON-SITE SEWAGE DISPOSAL

You must contact the Klickitat County Health Department to arrange for a site evaluation for each lot of the proposed short plat, in order to certify the feasibility of on-site sewage disposal (Not applicable to Large Lot Short Plats).

POTABLE WATER

For a proposed short plat not served by a public water supply, well logs of existing wells in the near vicinity shall be submitted. If served by a public supply, a letter will be required from the water purveyor assuring services are available.

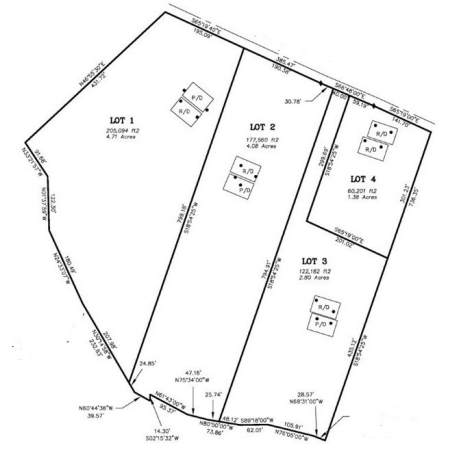
APPLICATION REVIEW

The short plat application, once accepted and complete, will take a minimum of 45 days for review by the Planning Department and other interested municipal, county and state agencies. By the end of the review period the Short Plat Administrator must either approve or deny the preliminary short plat. The applicant will be notified in writing of the decision. Once preliminary approval has been granted, the applicant has one year to finalize the short plat and file it with the County Auditor.

APPEAL

Appeals of the administrator's action on the applications are made to the Board of County Commissioners. The appeal request must be submitted to the Planning Department within twenty days from the preliminary action. The Board will then schedule a public hearing to consider the appeal.

Short Platting Your Property



**This publication
explains the SHORT PLAT
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.**



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

**(509) 773-5703
1 800 765-7239**

**(509) 493-6084 from the
White Salmon calling area**

planning2@klickitatcounty.org

**or Stop by the County Services Building
115 West Court St. 3rd Floor
Goldendale
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.

covenants and the information required by the County Subdivision Ordinance.

- All required road improvements must be constructed and verified prior to final short plat approval.
- The final plat and one copy must be submitted to the Planning Department for approval.
- All current year taxes (first & last half) and delinquent taxes and assessments must be paid prior to final short plat approval.

FEES

Application Fee	\$500.00
Environmental Review	\$250.00
Short Plat Guarantee	Contact Title Company
Soils Evaluation	Contact KC Environmental Health
Final Lot Check Fee	Contact KC
Road Inspection	Public Works
GIS Fee	
Filing Fee/ Final Short Plat	Contact KC Auditor

RECORDING

Once the final short plat has been approved and signed by the Short Plat Administrator, it must be recorded in the County Auditor's Office. After the Short Plat has been filed, the newly created lots may be sold.

The short plat is examined with regard to:

- Conformance to current requirements and standards of the County's Subdivision and Short Platting Ordinance, Zoning Ordinance, Comprehensive Plan, Shoreline Master Plan, Title 12 Transportation Standards, Critical Areas Ordinance, and Environmental Ordinance.
- Adequate planning for drainage ways, road rights-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.

REQUIRED IMPROVEMENTS

When a lot does not have access directly off of an improved county road, it will be required that a new private road be constructed to the standards assigned by the Public Works Department.

Road improvement standards are detailed in the Klickitat County Code Title 12. Questions relating to the road construction standards are directed to the Klickitat County Public Works Department.

FINAL SHORT PLAT

Once the preliminary short plat is approved, the applicant must complete the following within a year:

- The entire property must be surveyed and monumented by a registered land surveyor.
- A final short plat must be prepared on a stable base mylar (polyester film) containing any required restrictions or