



Short Subdivision Alteration Application

- 1) Prior to applying for a short subdivision, you must have a pre-application meeting. Please see the **Pre-Application Meeting** application for requirements.
- 2) After you have had a pre-application meeting and completed all applicable application materials, and all requirements outlined in the pre-application meeting, contact the planner who processed your pre-application to schedule a time for submittal of the short subdivision alteration application. Applications are accepted digitally via email by sending all application materials to epermits@co.whatcom.wa.us. Once the application has been received a planner will be assigned and you will be contacted with the project number and applicable fees. If you are unable to submit digitally, please call (360) 778-5900 in order to arrange a mail submittal. The application will be considered vested upon receipt of the applicable fees and Determination of Completeness.

Short Subdivision Alteration Processing Sequence

- 1) Once your application and fees are submitted, staff will review the project and if all items are submitted, a Determination of Completeness letter will be issued to the applicant. In addition, the application materials will be routed to the **Technical Review Committee** and a meeting will be scheduled to review the project.
- 2) When the basic requirements of water supply, sewage disposal, legal access, minimum lot size and natural resources all appear to be reasonably satisfied, the Technical Review Committee will issue a **Notice of Preliminary Approval** pursuant to WCC 21.04.034. This authorizes you to construct improvements and instruct your surveyor to survey the lot lines and prepare check prints.
- 3) Prior to any land disturbance, please contact a Critical Areas Technical Administrator to determine if a land disturbance permit (LDP) is necessary. We advise you to wait until you receive preliminary approval before making application.
- 4) Please note:
"Preliminary Approval" Does not constitute authorization to advertise, sell or take earnest money on any of your proposed lots. Lots cannot be advertised or sold until the Short Plat has been signed by the Director and filed with the Auditor.
- 5) If, after the Technical Review Committee meeting, there are still items that need to be addressed by the applicant, the Technical Review Committee will issue a **Notice of Additional Requirements** (NOAR). The applicant shall have 180 days from issuance of the NOAR to submit requested items pursuant to WCC 22.05.100(3).
- 6) Once the short subdivision receives Notice of Preliminary Approval the final review packet for the original drawing and fees as authorized by the Whatcom County Unified Fee Schedule must be received within **Two Years**. The applicant shall record the short subdivision original drawing pursuant to WCC 21.04.035(2)(b) within **Three Years** of receiving the notice of preliminary approval. If the applicant fails to submit the original drawing or the final review packet within these time frames, the short subdivision alteration shall be considered expired (WCC 21.04.035(2)(c)). Please see the **Final Short Subdivision Alteration Application** for submittal requirements.



Short Subdivision Alteration Application

Short Subdivision to be altered _____

Major or Minor Alteration _____

Original Short Subdivision Number _____ #SSS _____
(In upper-right corner of plat map)

Date Recorded _____ Application Date _____

Purpose of Alteration _____

Note: List all property owners of all lots in the original short subdivision on a separate sheet of paper.

Applicant

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Legal Property Owner

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Contact Person

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Surveyor

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Parcel Information

Tax Parcel Number(s) (APN) _____

Site Address _____

Proposed Use: Residential Other _____

Location in Common Language _____

| | Existing Size | Lot Size After Alteration | The proposed uses for each lot. If the proposed use is residential indicate whether you would like the lot to be eligible for an accessory dwelling unit (ADU). |
|--------|---------------|---------------------------|---|
| Lot #1 | _____ | _____ | Lot #1 ADU: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Lot #2 | _____ | _____ | Lot #2 ADU: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Lot #3 | _____ | _____ | Lot #3 ADU: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Lot #4 | _____ | _____ | Lot #4 ADU: <input type="checkbox"/> Yes <input type="checkbox"/> No |

Accessory Dwelling Units are prohibited on Reserve Tracts.

Does the Owner of this Property Own any Contiguous Property? Yes No

Zoning Designation _____ Comp Plan Designation _____

Subarea _____ Shoreline Yes No

Watershed Protection Overlay District? Yes No

Washington State Highway Yes No Pipeline within 600' Yes No

Stormwater Special District Yes No

Agriculture Protection Overlay (APO) Yes No **If Yes** Soils Taxation Both

Flood Zone Yes No Fire District _____

Re-division of an Existing Short Subdivision Yes No
(If Yes submit 2 copies of SEPA Checklist)

Water Supply Source _____ Sewage Disposal Method _____

Nearest Public Road _____ R.O.W. _____

Private Easement Length _____ R.O.W. _____

Existing Restrictions & Covenants _____

Proposed Restrictions & Covenants _____

Variance Requested _____

Technical Committee Meeting Date (Assigned by PDS) _____

Fee Receipt # _____

I/we _____ hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge.

Signature of Applicant

Signature of Applicant

Date

Date

Note: Per UFS 2843 all permits and applications are subject to a 3% Technology fee. The 3% fee is calculated on the permit/application fees due.



**Short Subdivision Alteration Application
 Materials Required Prior to Submittal**

*Please Include Checklist with your submittal –
 Application will not be accepted without all necessary
 information compiled with a complete submittal*

| Applicant Checklist | | PDS Checklist |
|--------------------------|--|--------------------------|
| | 1. Written and Other Data and Fees | |
| <input type="checkbox"/> | a) Name, address and phone number of owner(s), applicant, and contact person | <input type="checkbox"/> |
| <input type="checkbox"/> | b) Agent Authorization | <input type="checkbox"/> |
| <input type="checkbox"/> | c) Fee Responsibility | <input type="checkbox"/> |
| <input type="checkbox"/> | d) Intended uses | <input type="checkbox"/> |
| <input type="checkbox"/> | e) List of variances and waivers requested | <input type="checkbox"/> |
| <input type="checkbox"/> | f) General written proposal of water supply and sewage disposal method, including letter from public water or sanitary sewer providers stating their willingness and ability to serve the proposed land division | <input type="checkbox"/> |
| <input type="checkbox"/> | g) Preliminary Stormwater Proposal | <input type="checkbox"/> |
| <input type="checkbox"/> | h) Preliminary Traffic Proposal and Transportation Concurrency , as required | <input type="checkbox"/> |
| <input type="checkbox"/> | i) Assessor's parcel number (of the parent parcel) | <input type="checkbox"/> |
| <input type="checkbox"/> | j) Fees as specified in the Unified Fee Schedule | <input type="checkbox"/> |
| <input type="checkbox"/> | k) Land Disturbance Permit (LDP) <i>For informational purposes only.</i> | <input type="checkbox"/> |
| <input type="checkbox"/> | l) SEPA Checklist (if applicable) | <input type="checkbox"/> |
| <input type="checkbox"/> | m) Critical areas assessment and map | <input type="checkbox"/> |
| <input type="checkbox"/> | n) Preliminary title report issued no more than 60 calendar days prior to application | <input type="checkbox"/> |
| <input type="checkbox"/> | o) Net and gross lot size to determine minimum lot size and density requirements as required by the Zoning Ordinance | <input type="checkbox"/> |
| <input type="checkbox"/> | p) Signature of property owners or applicant attesting by written oath to the accuracy of all information submitted for the application | <input type="checkbox"/> |
| <input type="checkbox"/> | q) Completed Lot of Record (LOR) Application - For each lot involved. | <input type="checkbox"/> |
| <input type="checkbox"/> | i. A current title report or update of title report issued no more than 60 calendar days prior to application | <input type="checkbox"/> |
| <input type="checkbox"/> | ii. Complete Deed History provided by Title Company | <input type="checkbox"/> |
| <input type="checkbox"/> | iii. Color-coded map | <input type="checkbox"/> |

2. Map Data

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | a) Name of owner(s) | <input type="checkbox"/> |
| <input type="checkbox"/> | b) Name of proposed land division | <input type="checkbox"/> |
| <input type="checkbox"/> | c) General layout of proposed land division | <input type="checkbox"/> |
| <input type="checkbox"/> | d) Common language description of the general location of the land division | <input type="checkbox"/> |
| <input type="checkbox"/> | e) Approximate locations of existing roads, utilities, and infrastructure. | <input type="checkbox"/> |
| <input type="checkbox"/> | f) Vicinity map | <input type="checkbox"/> |
| <input type="checkbox"/> | g) Short plat map with a common engineering scale with north arrow and sheet numbers (on each sheet containing a map) | <input type="checkbox"/> |
| <input type="checkbox"/> | h) Section, township, range and municipal and county lines in the vicinity | <input type="checkbox"/> |
| <input type="checkbox"/> | i) Boundaries of the site with general dimensions shown that is prepared by a licensed surveyor | <input type="checkbox"/> |
| <input type="checkbox"/> | j) General direction and gradient of slope | <input type="checkbox"/> |
| <input type="checkbox"/> | k) Legal description of the land | <input type="checkbox"/> |
| <input type="checkbox"/> | l) Location and means of proposed water service and sewage disposal | <input type="checkbox"/> |
| <input type="checkbox"/> | m) Location and means of proposed access (including proposed improvements to on-site and off-site roadways, and site distance) | <input type="checkbox"/> |
| <input type="checkbox"/> | n) Other proposed on-site and off-site utilities and facilities | <input type="checkbox"/> |
| <input type="checkbox"/> | o) Location of existing roads, rights-of-way, buildings, parking, and drainage on-site | <input type="checkbox"/> |
| <input type="checkbox"/> | p) Where appropriate, location of natural features, including bodies of water, natural drainage areas, critical areas, and buffers | <input type="checkbox"/> |
| <input type="checkbox"/> | q) Location of existing facilities, sanitation and water facilities, easements (where appropriate) | <input type="checkbox"/> |
| <input type="checkbox"/> | r) Existing and proposed street names | <input type="checkbox"/> |
| <input type="checkbox"/> | s) Names or numbers of any adjacent divisions | <input type="checkbox"/> |
| <input type="checkbox"/> | t) Sequential numbers or letters to all lots within the short subdivision | <input type="checkbox"/> |
| <input type="checkbox"/> | u) Topographic map of sufficient contour interval, acceptable to the county engineer or director of planning and development services or their designee to show the topography of the land to be divided | <input type="checkbox"/> |
| <input type="checkbox"/> | v) Location of critical areas, shorelines and base flood elevation where applicable | <input type="checkbox"/> |

Noticing Information

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | List of names, mailing addresses, and parcel numbers of all persons owning property located within 300 feet of the property boundaries if within an Urban Growth Area OR 1,000 feet if outside an Urban Growth Area of the subject parcel. (Addresses may be obtained from Whatcom County Assessor's records or a local Title Company) | <input type="checkbox"/> |
| <input type="checkbox"/> | Mailing labels formatted for Avery 5960 labels for each of the above property owners (pdf format). | <input type="checkbox"/> |

WHATCOM COUNTY
Planning & Development Services
5280 Northwest Drive,
Bellingham, WA 98226-9097
360-778-5900, TTY 800-833-6384
360-778-5901 Fax



Mark Personius, AICP
Director

Fee Responsibility

Venue and Jurisdiction: The parties hereto recognize and agree that the venue of any action involving their rights or obligations related to this application shall be in Whatcom County, and the parties' rights and obligations hereunder shall be determined, in accordance with the laws of the State of Washington.

Fee Guaranty: Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment of fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule and that my personal guarantee is part of the consideration for review of the application.

I/we, _____, hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge, and that the list of surrounding property owners is complete and current.

Signature of Applicant

Date

Signature of Owner

Date

I certify that I know or have satisfactory evidence that _____
is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Notary Signature: _____

Printed Name: _____

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: ____/____/____

WHATCOM COUNTY
Planning & Development Services
5280 Northwest Drive
Bellingham, WA 98226-9097
360-778-5900, TTY 800-833-6384
360-778-5901 Fax



Mark Personius, AICP
Director

Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form and have it notarized, which will provide authorization for a designated agent to apply for permits on your behalf.

I/we, _____, the owner(s) of the subject property, understand that by completing this form I hereby authorize _____ to act as my agent. I understand that said agent will be authorized to submit applications on my behalf, and that any fees associated with submitted applications are due to me and not to the said agent. I also understand that once an application has been submitted that all future correspondence will be directed to the agent.

Property Address

Parcel Number

Property Owner Printed Name

Property Owner Printed Name

Property Owner Signature

Property Owner Signature

Date

Date

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Notary Public Signature

Notary Public Printed Name

Notary Public in and for the State of Washington
Residing at _____

My appointment expires: ____/____/____

Application received by _____

Date _____

WHATCOM COUNTY

Planning & Development Services
5280 Northwest Drive,
Bellingham, WA 98226-9097
360-778-5900, TTY 800-833-6384
360-778-5901 Fax



Mark Personius, AICP
Director

Instructions for Obtaining Names, Addresses and Parcel Numbers of Property Owners within 300 – 1,000 Feet of Your Property for Notice Purposes

It is the applicant's responsibility to obtain a complete, up-to-date list of all owners of property located within 300 feet of the property boundaries (if within an Urban Growth Area) or 1,000 feet (if outside an Urban Growth Area) of the subject parcel in this application. Failure to provide a complete list may result in a delay of the processing of the application or a continuance of a scheduled hearing.

The above information may be obtained either from a Title Company or the Whatcom County Assessor's Office located in the Whatcom County Courthouse. The Assessor's Office staff will assist you in locating the required maps and scaling the 300 or 1,000 foot distance. There is a public computer available for your use. These instructions will aid you in locating the required information:

- ◆ Locate the subject parcel (your property) on the appropriate map using your Assessor's Parcel number from you tax notice.
- ◆ **Carefully** measure 300 feet or 1,000 feet from the subject property boundaries in all directions (including across and roads). List the complete 12 digit parcel numbers of all properties located within the required 300 or 1,000 foot area.
- ◆ Using the assessment roll on the computer, find the owner of each parcel.
- ◆ If the owner listed is a bank, savings and loan or other financial institution, you must also record the title owner's name and loan number from the listing. If there is no name other than the loan number and the financial institution, list the name and address of the financial institution, as they may be able to forward the notice if they are provided with the loan number.
- ◆ Make sure you obtain the most up-to-date assessment roll, in case a property may have been recently sold.
- ◆ Using the name and address master file, locate the mailing address of each parcel owner. Those not in the name index may be located through the telephone directory, city directory or other sources. This address is vitally important and must be complete and legible.
- ◆ This list of property owners, their mailing addresses and parcel numbers must be submitted with your permit application. County ordinances and due process requirements make the provision of proper notice to property owners within 300 feet or 1,000 feet (depending upon whether it is located within a Urban Growth Area) of the subject parcel mandatory. No permit can be granted if the notice is defective. The Hearing Examiner requires strict compliance with the notice provisions of the ordinances.

- ◆ The applicant is also required to submit typed mailing labels (pdf format) containing the name and address of each of the above property owners, with the permit application. If one person owns more than one parcel of land please do **not** provide multiple labels, one label will suffice as we only send out one notice to the property owner.

I/we _____ hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge, and that the list of surrounding property owners is complete and current.

Signature of Applicant

Signature of Applicant

Dated this _____ day of _____, 20 _____ .

I certify that I know or have satisfactory evidence that _____
_____ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated: _____

Notary Signature: _____

Print Name: _____

Notary Public in and for the State of Washington

Residing at: _____

My appointment expires: _____/_____/_____