



**TOWN OF LA CONNER  
APPLICATION FOR  
SHORT PLAT SUBDIVISION  
CLASS II**

Date of Application \_\_\_\_\_

File # \_\_\_\_\_

Site Address \_\_\_\_\_

Tax Parcel Number \_\_\_\_\_

**PROPERTY OWNER:** *(please include evidence of property ownership)*

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

A short plat subdivision is the division or re-division of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership (LCMC 15.30.030).

Current Lot(s) Size:	Proposed Lot(s) Size:
1.	1.
2.	2.
3.	3.
4.	4.

**PROJECT DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUILDINGS ON PROPERTY:** *(please describe in detail)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you own adjoining parcels of land? Yes \_\_\_\_\_ No \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

<b><u>OFFICE USE ONLY</u></b>	
Permit fee paid _____	Date _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Reason for denial _____	
Planning Director _____	Date _____

## **SHORT PLAT APPLICATION REQUIREMENTS**

1. Any person wishing to divide land under the provisions of this code shall submit an application, on a form provided by the town, to the town clerk together with a fee set by the Town Council, a preliminary plat, and information including, but not limited to the following:
  - a) A survey map of reproducible material, at least 18" x 24" in size with 2" margins, signed by a registered land surveyor and eight copies containing:
    - i. Name, address and telephone number of property owner of record of certified designated agent, the developer and the land surveyor and/or registered engineer preparing the plat map;
    - ii. Legal description of the property;
    - iii. Existing zoning classification;
    - iv. Date, scale of not less than 100 feet to the inch, and north arrow;
    - v. Benchmarks and ground elevation at mean sea level when all or a portion of the plat is located in the floodplain and land contours with intervals of five feet;
    - vi. Boundary lines of entire tract to be platted, individual lots and easements with approximate acreage and square footage of the whole tract and portion to be platted;
    - vii. Number and dimensions of lots, building setback lines, and density;
    - viii. Location, name and width of any existing easement, street and right-of-way within the subdivision/short subdivision and 200 feet thereof, grades, profiles and cross-sections of proposed streets, vehicular and pedestrian circulation patterns;
    - ix. Location of fire hydrants within 1,000 feet of the lot;
    - x. Location of any existing structures;
    - xi. Availability and location of utilities including water, sewer, and stormwater drainage and proposal connection lines;
    - xii. Parcels of land intended to be dedicated or temporarily reserved for public use or to be reserved in the deeds for the common use of property owners of the subdivision or short subdivision or dedication, or for open space;
    - xiii. Location in respect to shorelines of La Conner;
    - xiv. Acknowledged signatures of property owners and notary public stamp
    - xv. Signature block for approval of Planning Director
  - b) Evidence of title
  - c) If lots are to be served by a private street, copies of applicable covenants or documents with provisions covering, but not limited to, ingress, egress, utility easements, and maintenance shall be furnished to the town and recorded to or simultaneously with the subdivision or short subdivision
  - d) Unless an applicant for preliminary plat approval requests otherwise, the preliminary plat shall be processed simultaneously with applications for rezones, variances, planned unit developments, site plan approvals, shoreline substantial development, and similar quasi-judicial or administrative actions to the extent the procedural requirements applicable to these actions permit simultaneous processing
  - e) Development schedule
2. The Planning Department will affix a file number to the Preliminary Plat and the date it is received. The Planning Department will approve, deny or return the application for modification or correction within 90 days.
3. The Final Plat must be submitted for approval within 3 years of the Preliminary Plat approval date.