

**File Name:**

**File Number:**

**Instructions for Applicants**

**Please read and follow all instructions on your application carefully.** If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items, and a notarized affidavit of ownership (if applicable).

**Specific Type of Land Use Application to be submitted (check all that apply):**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Accessory Dwelling Unit             | <input type="checkbox"/> Landscaping (not with PDR app) | <input type="checkbox"/> Wireless Communication Facility        |
| <input type="checkbox"/> Appeal                              | <input type="checkbox"/> Project Design Review (PDR)    | <input type="checkbox"/> Other (please specify):                |
| <input type="checkbox"/> Binding Site Plan                   | <input type="checkbox"/> Rezone/PUD                     |   |
| <input type="checkbox"/> Boundary Line Adjustment/ Lot Comb. | <input type="checkbox"/> Short Subdivision (Short Plat) | <input type="checkbox"/> Comprehensive Plan Suggested Amendment |
| <input type="checkbox"/> Conditional Use Permit              | <input type="checkbox"/> Subdivision (Long Plat)        | <input type="checkbox"/> Comprehensive Plan Amendment           |
| <input type="checkbox"/> Environmental Review (SEPA)         | <input type="checkbox"/> Variance                       |   |

**Please Print or Type Legibly**

<b>Applicant:</b>			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
<b>Contact Person, if different:</b>			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
<b>Property Owner(s), if different:</b>			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
<b>Site Address(es):</b>			Zoning:
Assessor Parcel Number(s) – (APNs):			Comp. Plan Designation:
<b>Description of Proposal:</b>			
I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.			
Signature of Applicant/Agent: <i>DJ Stauffer</i>		Date: <u>6/17/2022</u>	
Signature of Property Owner: _____		Date: _____	

**Short Subdivision Application**

**File Name:** \_\_\_\_\_

**File Number:** \_\_\_\_\_

**Proposed Plat Name:** \_\_\_\_\_

**Parcel Number(s):** \_\_\_\_\_

**Site Address(es):** \_\_\_\_\_

I/We wish to subdivide our lot(s) into: \_\_\_\_\_ lots

**PRELIMINARY APPROVAL**

A Land Use Application for a Short Subdivision is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required. No application shall be considered complete if any of the required information is missing. Additional copies of certain items will be required later in the process.

**REQUIRED ITEMS – ALL MATERIALS SHALL BE ELECTRONIC (PDF) UNLESS OTHERWISE NOTED**

- 1. Land Use Application Cover Sheet, with original signature(s).
- 2. A written statement by the owner listing any adjacent, contiguous parcel(s) in which the owner has an interest through ownership, contract for purchase, earnest money agreement, or option through any person, firm, or corporation (including the name, address, and telephone number of all such persons, firms, or corporations).
- 3. A statement or map containing the following:
  - A. The existing zoning classification;
  - B. The square footage computation of each lot or parcel, excluding square footage of land in access panhandles and/or private roads;
  - C. The source of the water supply; and
  - D. The method of sewage disposal.
- 4. Two (2) copies of the preliminary short plat drawn to scale on paper not larger than 11-inches by 17-inches showing:
  - A. The date, scale, and north arrow;
  - B. All existing and proposed boundary lines;
  - C. Dimensions, square footage and number assigned to each existing and proposed lot or parcel (the square footage of land in access panhandles and/or private roads shall not be included in the lot size computation);
  - D. All existing structures;
  - E. All setbacks for existing structures;
  - F. The location of any sensitive areas defined in LMC Title 17 as known to the applicant at the time of submittal; and
  - G. Proposed location of front and rear yards for proposed lots.
- 5. A complete, notarized Affidavit of Ownership for all property owner(s) of the involved property, with original signatures.
- 6. A copy of all recorded documents pertaining to the subject property.

For Staff Use ONLY	
Verified	Waived
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related to this application.

7. In each application the burden of proof rests with the applicant, petitioner or proponent.

8. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

I/We \_\_\_\_\_, owner(s) of the property commonly known as \_\_\_\_\_, do hereby apply for permission to subdivide the above-referenced property. I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.

Signature of Owner:

\_\_\_\_\_

Date:

\_\_\_\_\_

Please print name:

\_\_\_\_\_

