



## San Juan County Community Development & Planning

135 Rhone Street P.O. Box 947 Friday Harbor, WA 98250  
(360) 378-2354 (360) 378-2116 Fax (360) 378-3922  
www.sanjuanco.com

### Land Division Application Packet (Preliminary Approval)

This information packet contains the materials to help you make application for a short subdivision or long subdivision.

### Land Division Permit Application Checklist

Applications must consist of all materials required by the applicable development regulations. Please provide one copy of the application documents, 10 copies of the subdivision maps, and three copies of road plans and other maps. In addition to the following:

**Yes No**

- Completed application form(s), and a verified statement by the applicant that the application has been submitted with the consent of all owners and beneficial owners of the affected property or property interest;
- A legal description of the site and any other property description required by the applicable development regulations.
- Completed environmental checklist if applicable (contact CD&P to determine if required)
- Fee per adopted fee schedule.
- Evidence of available and adequate water supply from the water purveyor or a copy of the land division environmental health review application demonstrating adequate water supply as required by Chapter 8 of the San Juan County Code and the *Comprehensive Plan*.
- Evidence of sewer availability from the sewer purveyor or a copy of the land division environmental health review application demonstrating septic suitability as required by Chapter 8 of the San Juan County Code.
- Fire Marshal approval;
- Drainage analysis as defined in UDC Section 18.60.070.
- Title report;
- Certificate of future connection from the appropriate sewage treatment and water purveyor for lots within an Activity Center which are proposed to be served by on-site or community sewage systems and/or group-B water systems or private wells;
- A description of the phasing of the land division, if proposed;
- Information in the form required by the Administrator and by any non-County capital facilities service providers, that is sufficient to enable the County and other service providers to determine the concurrency requirements of the development, plus any additional capacity or non-capital alternatives proposed to be funded by the applicant;
- Soil test hole log;
- Well data on wells within the vicinity of the proposed subdivision, and the well test hole log and other data required by the Health and Community Services Department
- Description of how the subdivision meets the requirements of UDC Sections 18.60.230 through 18.60.250, where applicable;
- Planned unit development (PUD) application, if required;

Yes No

- A preliminary plat containing the following information:
- Proposed name of the subdivision;
  - Location by section, township and range, or by other legal description;
  - Scale (no smaller than 1 inch equals 40 feet) and north arrow;
  - Contours of topography at five-foot contour intervals;
  - Land use designation;
  - Approximate lot sizes;
  - Number of lots, units, and proposed density;
  - Proposed land use(s);
  - Means of sewage disposal;
  - Source of potable water;
  - Vicinity map.
  - Delineation of Existing Conditions:
    - Exterior boundary line of proposed subdivision indicated by solid heavy line;
    - Location, widths and names of all existing or prior platted streets or other public ways, utility rights-of-way, easements, parks and other public open spaces, permanent buildings and structures, and section and municipal corporation lines, within 100 feet of the proposed preliminary subdivision. Existing sewers, water mains, culverts or other underground facilities within or adjacent to the tract, indicating pipe sizes, grades and exact location, as obtained from public records;
    - In the case of a subdivision alteration, the lots, blocks, streets, alleys, easements, parks and building lines (if any) of the original plat being altered shall be shown by dotted lines in their proper position in relation to the new arrangement of the plat. The new subdivision shall be clearly shown in solid lines so as to avoid ambiguity;
    - Approximate boundary lines of adjacent tracts of unsubdivided and subdivided land, showing owners and approximate lot lines for a distance of one hundred feet;
    - Existing land use designation of the proposed subdivision and adjacent property;
    - Existing structures, wells, drainfields;
    - Existing surface water features (e.g., intermittent or permanent streams, ponds, etc.) and drainageways; and
    - Wetlands and other environmentally sensitive areas (see UDC Sections 18.30.110 through 18.30.160 ), and other significant natural features (such as bluffs).
  - Delineation of Proposed Conditions.
    - Layout of streets, their names, widths, and road profiles (horizontal and vertical alignment data shall be submitted when requested by the County Engineer), driveways, connections to proposed future roads, and also the widths of alleys, and easements;
    - Layout, numbers and dimensions of lots, and landscaping;
    - Layout of proposed utilities, and community wells and drainfields;
    - Layout of the drainage system (including any retention/detention facilities, water quality measures, and use of natural drainage features);
    - Proposed grades, and volume and deposition of excavated material; and
    - Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision, or for drainage, with an explanation of the proposed use and owner.
- Tree removal plan for shoreline areas.

If the answer to any of these questions is NO, you do not have a complete permit application and Community Development & Planning (CD&P) will not be able to begin the review process, although we will work with you to provide the required information.



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## Permit Application – Land Division (Preliminary)

<b>PROPERTY INFORMATION</b>	SHORELINE DESIGNATION _____
Tax Parcel Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Comp Plan Designation _____
Island: _____ Subdivision: _____ Lot Number: _____	
Property Size: _____ (acres/square feet) Existing Use of Property: _____	
Directions to Property: _____	
_____	

<b>APPLICANT INFORMATION</b>	
Name of Applicant: _____	Telephone: _____
	Email: _____
Address: _____	
City: _____	State: _____ Zip Code: _____
Name of Agent (if applicable): _____	Telephone: _____
	Email: _____
Address: _____	
City: _____	State: _____ Zip Code: _____

<b>DESCRIPTION OF PROPOSED USE</b>	
(Include separate sheets as necessary)	
Number of Existing Lots: _____	Number of Proposed Lots: _____
Proposed Method of Sewage Disposal: _____	
Proposed Potable Water Source: _____	

<b>PERMIT CERTIFICATION</b>	
I have examined this application and attachments and know the same to be true and correct, and certify that this application is being made with the full knowledge and consent of all owners of the affected property.	
_____	_____
Signature of Property Owner or Authorized Agent	Date

For CD&P Use Only		
Date Received:	Complete Application:	Receipt Number:

## About Land Divisions

The San Juan County Unified Development Code (UDC) establishes several methods to divide property, two of which utilize this application packet. The purpose for requiring an approval process to divide property is to ensure that the proposed use is compatible with the policies of the San Juan County Comprehensive Plan, the regulations of the UDC, and the requirements of the State Subdivision Act, Chapter 58.17 RCW. The methods to divide property include:

**Simple Land Division** - This method can be utilized to divide a parcel of land into two lots, each of which is greater than five acres, when the original tract (including all adjacent property under the same ownership) is unchanged for five years. There is a separate application packet to divide property through a simple land division, please DO NOT USE THIS FORM.

**Short subdivisions** - The change and addition of boundary lines where four or fewer lots are to be created from the original parcel. Such land divisions may occur only on unplatted land or on land previously divided by a short subdivision land that has not since been divided for a period of five years or more from the recording of the original short subdivision. Division of a long subdivision lot is made through subdivision alteration procedures.

**Long subdivisions** - The change and addition of boundary lines where five or more lots are to be created from the original parcel or into two or more parcels where the land has previously been divided less than five years prior to the application.

## Process

### Simple Land Division

Please refer to the Simple Land Division application packet.

### Short Subdivisions and Subdivisions

After an application and applicable fees are submitted, CD&P has 28 days to determine whether the application is complete. If it is not complete, the applicant has 90 days to provide all missing information. Once the application is complete, CD&P will issue a threshold determination pursuant to the State Environmental Policy Act (SEPA). If a determination of significance is issued, the applicant would begin preparation of an Environmental Impact Statement. If a determination of non-significance is issued, notice of the threshold determination and of the application will be posted on the property, mailed to adjacent property owners, and published in the paper. The Administrator shall accept, circulate, review proposed subdivisions, and shall notify the applicant in writing of action taken on the application. The Administrator shall request recommendations from appropriate agencies.

### Short Subdivision

The Administrator is vested with authority to take one of the following actions for preliminary and again for final short subdivisions, and shall notify the applicant in writing of the action taken to:

- Grant preliminary approval, subject to conditions;
- Return the application to the applicant for correction or completion; or
- Disapprove the proposed short subdivision and retain the application fee, with stated reasons for denial.

If an appeal of the SEPA determination is filed, the appeal shall be consolidated with the Administrator's report and recommendation for the application. The Hearing Examiner is vested with authority to hear and to decide the SEPA appeal together with the merits of the proposal.

### **Long Subdivision**

The Administrator shall forward, in writing, a report to the Hearing Examiner regarding the application. The Hearing Examiner is vested with authority to hear and take action on long subdivisions. If an appeal of the SEPA determination is filed, the appeal shall be consolidated with the Administrator's report and recommendation for the application. The Hearing Examiner is vested with authority to hear and to decide the SEPA appeal together with the merits of the proposal.

## **Criteria for Approval**

### **Simple Land Division**

Please refer to the Simple Land Division application packet.

### **Short Subdivisions and Subdivisions**

- The application meets the requirements in Sections 18.70.050 and 18.70.060 of the Unified Development Code (UDC), the applicable standards in Chapter 18.60 of the UDC; and complies with the policies and requirements of Chapter 58.17 RCW, the Shoreline Master Program, any applicable subarea plan, the State Environmental Policy Act, and the Comprehensive Plan.
- The application satisfactorily addresses the comments of the reviewing authorities and is in the public interest (RCW 58.17.100 and .110).
- Action has been completed on any shoreline permit that is required for subdivision improvements.

## **Fees**

Please contact the department for current fee schedule

## ENVIRONMENTAL CHECKLIST

### Purpose of checklist:

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

### *Instructions for applicants:*

This environmental checklist asks you to describe some basic information about your proposal.

Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

### *Use of checklist for nonproject proposals:*

Complete this checklist for nonproject proposals, even though questions may be answered "does not apply." in addition, complete the supplemental sheet for nonproject actions (part D).

**For nonproject actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.**

**A. Background**

1. Name of proposed project, if applicable:
2. Name of applicant:
3. Address and phone number of applicant and contact person:
4. Date checklist prepared:
5. Agency requesting checklist:
6. Proposed timing or schedule (including phasing, if applicable):
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.
10. List any government approvals or permits that will be needed for your proposal, if known.
11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)
12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

**B. Environmental Elements****1. Earth**

- a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other.
- b. What is the steepest slope on the site (approximate percent slope)?

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.
- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.
- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

**2. Air**

- a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.
- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

**3. Water**

- a. Surface:
  - 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.
  - 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.
  - 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.
  - 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.
  - 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.
- b. Ground:
- 1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.
- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.
- c. Water runoff (including stormwater):
- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.
- 2) Could waste materials enter ground or surface waters? If so, generally describe.
- d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

#### 4. Plants

- a. Check or circle types of vegetation found on the site:
- deciduous tree: alder, maple, aspen, other
  - evergreen tree: fir, cedar, pine, other
  - shrubs
  - grass
  - pasture
  - crop or grain
  - wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
  - water plants: water lily, eelgrass, milfoil, other
  - other types of vegetation
- b. What kind and amount of vegetation will be removed or altered?
- c. List threatened or endangered species known to be on or near the site.
- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

#### 5. Animals

- a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:
- birds: hawk, heron, eagle, songbirds, other:
  - mammals: deer, bear, elk, beaver, other:
  - fish: bass, salmon, trout, herring, shellfish, other:
- b. List any threatened or endangered species known to be on or near the site.

c. Is the site part of a migration route? If so, explain.

d. Proposed measures to preserve or enhance wildlife, if any:

**6. Energy and natural resources**

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

**7. Environmental health**

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

1) Describe special emergency services that might be required.

2) Proposed measures to reduce or control environmental health hazards, if any:

**b. Noise**

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

3) Proposed measures to reduce or control noise impacts, if any:

**8. Land and Shoreline use**

a. What is the current use of the site and adjacent properties?

b. Has the site been used for agriculture? If so, describe.

c. Describe any structures on the site.

d. Will any structures be demolished? If so, what?

- e. What is the current zoning classification of the site?
- f. What is the current comprehensive plan designation of the site?
- g. If applicable, what is the current shoreline master program designation of the site?
- h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify.
- i. Approximately how many people would reside or work in the completed project?
- j. Approximately how many people would the completed project displace?
- k. Proposed measures to avoid or reduce displacement impacts, if any:
- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

**9. Housing**

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
- c. Proposed measures to reduce or control housing impacts, if any:

**10. Aesthetics**

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?
- b. What views in the immediate vicinity would be altered or obstructed?
- c. Proposed measures to reduce or control aesthetic impacts, if any:

**11. Light and glare**

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

- b. Could light or glare from the finished project be a safety hazard or interfere with views?
- c. What existing off-site sources of light or glare may affect your proposal?
- d. Proposed measures to reduce or control light and glare impacts, if any:

**12. Recreation**

- a. What designated and informal recreational opportunities are in the immediate vicinity?
- b. Would the proposed project displace any existing recreational uses? If so, describe.
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

**13. Historic and cultural preservation**

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.
- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.
- c. Proposed measures to reduce or control impacts, if any:

**14. Transportation**

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.
- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?
- c. How many parking spaces would the completed project have? How many would the project eliminate?
- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).
- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.
- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.

g. Proposed measures to reduce or control transportation impacts, if any:

**15. Public services**

a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe.

b. Proposed measures to reduce or control direct impacts on public services, if any.

**16. Utilities**

a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

**17. Signature**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS**

(do not use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.