



Clallam County

Department of Community Development

223 East 4th Street, Suite 5, Port Angeles, WA 98362

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LAND DIVISION APPLICATION CHECKLIST

The means of **sewage disposal** for subdivision or short subdivisions; if a public or private sewer system is proposed, the location of the facility and approximate location of collection lines or disposal area if applicable shall be shown or described. If on-site community or individual on-site treatment systems are proposed, a description of the soil characteristics shall be submitted with the application. A land division application shall not be deemed complete until a site registration (SIR) application is submitted to the Environmental Health Division. Environmental Health will review soils test holes with your certified designer. Your designer should contact the Environmental Health Division to schedule on-site soils review. After inspection a report will be prepared by the designer and approved, and is required in order to complete the short plat application.

A copy of the **deed** describing the legal creation of the property and verifying ownership interest of the proposed subdivision or short subdivision. The boundaries of all blocks and lots, together with the assigned block and lot numbers, beginning with number one and proceeding in a consecutive sequence. The total number of lots, and the approximate size of each lot in acres or in square feet. If lots are the same size such lots may be so identified in lieu of specifying the size of each individual lot.

Site Plan

- A **site map** with the date and name of the subdivision Including north arrow, scale of the map, the total area of the plat, clear identification of the map as a preliminary subdivision or short subdivision and the name of the subdivision or short subdivision.
- Site **topographical information** or elevation datum approved by the County Department of Public Works which informs the County of the approximate slope or slope variations on the site and showing the direction of surface drainage ways. If the average slope of the site is 10% or greater or substantial portions of the site are 10% or more in slope, additional topographical information such as but not limited to contour lines shall be provided by a certified professional to assist reviewing agencies to determine topographical conditions of the subject site.
- The location, width, names, and approximate grades of existing and proposed **streets, driveways and alleys** within and adjacent to the proposed subdivision or short subdivision. A description of the legal access to a public road if the subdivision or short subdivision does not front on a public road. Also the location, width, use or purpose of all existing or **proposed easements** within or adjacent to the subdivision or short subdivision.
- **Existing structures**, sewage disposal and water supply improvements, drainage facilities, electrical transmission utilities and irrigation improvements which are a matter of public record or are apparent during an on-site inspection.
- The **location of the proposed power, sewer and water** improvements and easements including irrigation right of ways required pursuant to RCW 58.17.310. For community water systems, water well locations and associated well setback areas shall be shown on the application.



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A **vicinity map** that shall clearly relate the division's location to nearby rivers, creeks and public roads to enable interested persons and agencies to determine the location of the site and obtain a geographical orientation to assist them in their review of the subdivision or short subdivision application. Said sketch shall be accompanied by a separate document giving instructions for reaching the site by automobile from a commonly known geographical reference point such as a public road intersection.

- Approximate **location of critical areas**, including but not limited to geologically hazardous areas, wetlands, streams, open water, known and readily available locations of nesting and breeding locations of fish and wildlife (threatened, endangered or sensitive species), floodplains, and drainage ways.
- **Adjacent land uses**, shorelines and governmental jurisdictional boundaries adjoining or traversing the subdivision or short subdivision site.

Lots proposed for **dedication** or **reservation** for any public or community school, park, playground, or other use. If a lot within a subdivision or short subdivision is to be utilized for a permanent or temporary use not intended for human habitation and not requiring approval by the Clallam County Environmental Health Division, the applicant shall specifically state such use on the face of the preliminary and final plat.

Mitigation for any new water use within the Dungeness Water Rule Area not served by a Group A water system. **Mitigation Determination must be received from the Water Exchange prior to application submittal.**

Completed **Environmental Checklist** (ECL) and review fees as required by the State Environmental Policy Act (SEPA), RCW 43.21.C, if applicable.

If a subdivision is to be developed in **phases**, the preliminary plat shall generally outline such phases. Such identification of phases shall not preclude the applicant from modifying the phases following preliminary subdivision or short subdivision approval pursuant to the procedures set forth in this chapter.

In the case of **large lot land divisions** (LLS) improvements for access, power and phone may be completed prior to final approval **or** prior to issuance of any development permit provided that a note on the final plat and within the lot owner's association is required stating that no building permit shall be issued by Clallam County until such improvements are completed. By-laws for a lot owners association are required at the time of final plat approval.

At every stage of the permit application process, the burden of demonstrating that any proposed development is consistent with Clallam County Code, is upon the applicant.