



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

135 Rhone Street, PO Box 947, Friday Harbor, WA 98250
 (360) 378-2354 | (360) 378-2116
 dcd@sanjuanco.com | www.sanjuanco.com

Land Division – Application for Preliminary Approval

PROPERTY INFORMATION	
Tax Parcel Number: _____	Comp Plan Designation: _____
Island: _____	Subdivision: _____ Lot Number: _____
Property Size: _____ (acres/square feet)	Existing Use of Property: _____
Comp Plan Designation: _____	
Directions to Property: _____	

OWNER AND AGENT INFORMATION:	
Name of Owner: _____	Name of Agent: _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Phone Number _____	Phone Number _____
Email _____	E-mail _____

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

PERMIT CERTIFICATION
 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		
Complete Application:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Amt. Paid: _____	Date Received: _____	Receipt Number: 0000

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 check online at <http://www.sanjuanco.com/permitcenter/ApplicationForms.aspx> or contact CD&P at 360-378-2354 for a current fee schedule.