



Final Short Subdivision Application

- 1) The applicant shall submit the final review packet for the original drawing and fees as authorized by the Town of Friday Harbor fee schedule within **ONE YEAR** of receiving the notice of preliminary approval and the applicant shall record the short subdivision original drawing pursuant to FHMC 16.08.150 within **ONE YEAR** of receiving the notice of preliminary approval. If the applicant fails to submit the original drawing or the final review packet within these time frames, the short subdivision shall be considered expired.
- 2) When the surveyor has completed the survey, they will submit **CHECKPRINTS** with **LOT CLOSURES** and a **PLAT CERTIFICATE** for review as part of the final review packet (see application for **FINAL SHORT SUBDIVISION SUBMITTAL**).
- 3) Once the checkprint(s) have been approved, we will email a request for the **ORIGINAL DRAWING/MYLAR** map. Your surveyor will have all owners of the property sign the mylar (using a permanent black ink pen) before submitting it to this office.
- 4) If the check prints are not approved we will request a revised set of check prints to be submitted with the red lined copy we return to your surveyor.
- 5) When **WRITTEN FINDINGS** have been made by Community Development and Planning (CDP), the mylar is routed to Public Works for final review and signature. CDP will then email your surveyor to pick up the mylar and **FILE IT FOR RECORD** with the County Auditor. The Short Subdivision is now complete and you may now advertise, sell, convey, or take earnest money on your now-existing lots.



Final Short Subdivision Application

Short Subdivision Name: _____

Short Subdivision #: _____ Submittal Date: _____

Applicant

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Property Owner(s)

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Contact Person

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Surveyor

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

***If Applicant or Contact information changes please submit an updated Letter of Agent Authorization form for each change.**

I/we _____ hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge.

Signature of Applicant

Date

Signature of Applicant

Date



Final Short Subdivision
Materials Required Prior to Submittal

Applicant
 Checklist

*Please Include Checklist with your submittal – Application will
 not be accepted without all necessary Information compiled with a
 complete submittal*

CDP
 Checklist

1. Checkprint Submittal
- a) One copy of the Final Application
 - b) PDF of the original drawing (18" x 24" required)
 - c) Name of short subdivision
 - d) Legal description of the land
 - e) Common engineering scale, north arrow, and sheet numbers
 - f) Date of original and significant revisions
 - g) The length of each lot line, together with bearings and other data necessary for the location of any lot line in the field
 - h) The location, width, centerline, and name of all roads within and adjoining the land division
 - i) Final survey of boundary of the land division with complete bearings and linear dimensions
 - j) The location of all monuments or other evidence used as ties to establish the land division's boundaries
 - k) The location of all permanent control monuments found and established at the controlling corners of the parcel being divided and within the land division
 - l) The length and bearing of all straight lines, the radii, arcs and semi-tangents of all curves
 - m) The location and width of all easements, shown with broken lines, and a description of the purpose of the easement (including beneficiary)
 - n) Existing and proposed road names
 - o) The location of all permanent wells and associated protective zones, municipal boundaries, section lines, township lines, and meander lines
 - p) Updated Letter of Agent Authorization form required if any ownership and/or consultant changes have occurred

- q) A reference to any covenants or restrictions (PDF copy)
- r) Signature block for persons with ownership interest (declaration) and dedication block, if appropriate
- s) Land surveyor's certificate
- t) Engineer's certificate (if a rights-of-way dedication is made)
- u) Director of Community Development & Planning certificate
- v) County Auditor's certificate
- w) Lot closures
- x) Preliminary title report issued no more than 60 calendar days prior to submittal of the final plat for review (PDF copy)
- y) Net and gross lot size to determine minimum lot size and density requirements as required by the Zoning Ordinance
- z) Location of critical areas, shorelines and base flood elevation (where applicable)

2. Final Submittal - upon written approval of checkprint(s) only

- a) Original drawing (mylar) -in reproducible format- with executed signature block of persons with ownership interest
- b) A current title report or update of title report issued no more than 60 calendar days prior to submittal of the final short plat for review
- c) Addresses as assigned by the Town
- d) The owner of record and the surveyor of record shall sign the original drawing of the short plat prior to filing it for record with the county auditor. The original drawing shall include a statement that the short subdivision has been made with the free consent of and in accordance with the desire of the land owner(s)