



Final Long 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 long 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 long 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 LONG 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 Long Subdivision Application

Long Subdivision Name: _____

Long 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 Long 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

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

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

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

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | a) Original drawing (mylar) -in reproducible format- with executed signature block of persons with ownership interest | <input type="checkbox"/> |
| <input type="checkbox"/> | 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 | <input type="checkbox"/> |
| <input type="checkbox"/> | c) Addresses as assigned by the Town | <input type="checkbox"/> |
| <input type="checkbox"/> | d) The owner of record and the surveyor of record shall sign the original drawing of the long plat prior to filing it for record with the county auditor. The original drawing shall include a statement that the long subdivision has been made with the free consent of and in accordance with the desire of the land owner(s) | <input type="checkbox"/> |