



## SUBDIVISION APPLICATION

*According to WMC 17.16.010 a Subdivision contains five or more lots and/or dedication of land, new streets or roads, extension of municipal facilities and/or the creation of any municipal improvements (Ord. 134-B). Subdivisions are governed by the terms of Approval of the final plat and the statutes, ordinances and regulations in effect at the time of approval under RCW 58.17.150 and for a period of five years after final plat approval unless Town Council finds that a change in conditions creates a serious threat to the public health and safety in the subdivision.*

### Preliminary Plat Application Procedure

- Schedule a preliminary consultation with Town Officials, including: Clerk, Public Works Foreman, Engineer and Building Inspector to determine subdivision, zoning, utilities and comprehensive plan.
- Preliminary Plat Fee of \$1,000.00, plus inspection and engineering costs.
- Submit a Completed Preliminary Plat application with the Town Clerk. Land Use Application must be signed by the owner and applicant.
- Submit a completed SEPA checklist
- **All plats must be surveyed by a registered licensed surveyor.**
- Review of preliminary plat by public officials, including health department, engineer, fire chief, attorney, clerk and foreman.
- Date set for Public Hearing within 21 days of receipt. Public notice by Town Clerk.
- Public Hearing held, allowing for written and verbal input from public.
- Town Council reviews plat application, sets any conditions or changes and makes final decision, based on officials' recommendations and public input.
- **Final decision must be made by Town Council within 90 days of plat application**
- Prepare construction plans and specifications for any improvements required and submit to Town Engineer; plan approval or disapproval made within 15 days.
- Submit Performance Bond of 125% of the cost as estimated by town engineer, for construction of improvements proposed; released upon approved completion.
- Completion of the Improvements and approval by the Town Engineer
- Submit bond for two-year warranty on Improvements
- Provide Town of Wilbur with As-Built Plans



### Final Plat Application Procedure

- Final Plat Fee of \$500 plus recording fees.
- Submit completed Final Plat Application and Written Information
- Submit reproducible Final Plat Maps, prepared by a licensed engineer or surveyor, including the following:
  - ◆ A map with boundary lines, bearings and distances to a scale of 100 feet to the inch; location, name and widths of all public rights-of-way; plat name, lot and block numbers; centerline of all streets; lot dimensions; control points; a vicinity sketch map at a scale of 400 feet to the inch.
  - ◆ Street, sewer and water profiles and a plan of sewer and water lines, including "T's" and other intersections on separate sheets.
- Review and Approval by the Town Engineer within 10 days
- Review and Decision by Town Council within 30 days
- Acceptance Signatures of Public Officials
- Town Clerk will file Final Plat with County Auditor for Recording and provide a copy of the completed recording certificate to the applicant.



## LAND USE APPLICATION

### Applicant Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Owner Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Proposed Project Site Information

Parcel No. (s): \_\_\_\_\_ Zoning: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Legal Description, Including Township, Block # and Lot #: \_\_\_\_\_

Proposed Plat Name and No. of Lots: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial

Water Supply: \_\_\_\_\_ Municipal System \_\_\_\_\_ Drilled Well (Existing or Proposed?)

Sewer: \_\_\_\_\_ Municipal System \_\_\_\_\_ Septic (Existing or Proposed?)

Engineer: \_\_\_\_\_ Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_



**WRITTEN INFORMATION/DESCRIPTION OF PROPOSED PROJECT:**

*This proposal, structures and roads must be in compliance with Town of Wilbur and Washington State building, zoning and development codes. Each lot within the proposal must be served by an approved potable water supply prior to approval. Contact Lincoln County DOH for information.*



## **PRELIMINARY PLAT MAP INFORMATION**

Attach Preliminary Plat Map showing the following information:

- A. **Tentative Plan:** Property boundaries; lots and blocks numbers; existing and proposed streets, sidewalks, parking, easements, rights-of-way; location of significant physical features such as buildings, water bodies, power lines, section lines within or adjacent to the proposed plat; contours with intervals of five feet; name of applicant, property owner, engineer and/or surveyor preparing map.
- B. **Utilities:** Location and sizes of proposed and existing utilities, including sewer, water, fire hydrants, storefronts, electricity and communication lines
- C. **Hazards:** Locations of hazard areas as declared by town or FEMA, showing areas subject of flooding, landslides, wetlands, sinkholes or other hazards
- D. **Open Spaces:** Locations and square footages of open spaces, including common areas of open space, and existing buffers, screens and landscaping



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**LIST OF NEIGHBORING PROPERTY OWNERS  
LOCATED WITHIN 300 FEET OF PROPOSED PROJECT BOUNDARIES**

**NAME** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_ **EMAIL OR PHONE** \_\_\_\_\_



## **FINAL PLAT WRITTEN INFORMATION**

Written information required for the final plat application shall be as follows:

- A. Current title report
- B. Certification from the county treasurer that all taxes have been paid
- C. Bond for successful operations of improvements
- D. Copy of restrictive covenants, if applicable
- E. Surveyor's certificate
- F. Dedications and acknowledgements
- G. Forms for public officials' signatures
- H. A form to submit to the county auditor for recording