

City of Everson Short Subdivision Policy

I. Purpose.

The Purpose of the City of Everson Short Subdivision Policy is to create a uniform procedure to certify and document divisions of land pursuant to Chapter 18.08 of the Everson Municipal Code.

II. Applicable Law.

The law applicable to Short Subdivisions is found as follows:

RCW 58.17.060-070
Chapter 18.08 Everson Municipal Code

III. Short Subdivision Requirements and Procedures.

- A. **Application Fee.** The application shall be accompanied by a processing fee of \$500.00 plus \$50.00 per lot.
- B. **Application Information.** The following information shall be provided in triplicate by written application. Use of the application form developed by the City Clerk, if any, shall be mandatory:
1. Name and address of all owners, lienholders and encumbrancers of the affected property.
 2. Street address, legal description, area, zoning & tax parcel number of the affected property - if the boundaries are described by metes and bounds, the accuracy of the legal description and basis of bearings shall be attested to and signed by a professional land surveyor;
 3. Assessor's Section Map of the vicinity of the affected property.
 4. An accurately scaled and dimensioned drawing (on Assessor's Map or separate) prepared by a professional land surveyor and showing (a) the proposed short subdivision, (b) all property owned by the applicant which is contiguous to the parcel being subdivided, (c) all existing buildings on the property being subdivided, (d) all adjacent property and the owners thereof, (e) the size of each lot proposed for creation and (f) the nature and course of all easements existing or to be dedicated/granted.
- C. **Mylar Map.** All approved short subdivisions shall be evidenced by a mylar map, as follows:
1. The mylar map shall be prepared by a registered land surveyor in plat

Everson Short Subdivision Policy, Cont'd.

K:\EVERSON\PLAT1808

layout using an 18" x 24" format and shall comply with the record of survey and other standards of WAC Chapter 332-130. Short Subdivisions affecting lot lines of surveyed short plats and long plats of record shall be based on an actual land survey.

2. Notwithstanding the foregoing, the mylar map shall at least depict the respective lot lines before and after the effect of the short subdivision, clearly identify all lots or parcels, state the size of each lot created, and denote the nature and course of all easements.
 3. The mylar map title shall include the words "Short Subdivision" or "Short Plat".
 4. The face of the mylar map shall at least contain:
 - (a) The legal description of all affected property;
 - (b) Acknowledgments and signature lines for all owners, lienholders and encumbrancers of the affected property;
 - (c) An "Auditor's Certificate", preferably in the lower right hand corner;
 - (d) A "City of Everson Approval" providing a space for the City Seal and a signature line for the Mayor of Everson to certify the City's approval of the short subdivision; and
 - (e) Any other matter required by state law or regulation in order to be a recordable instrument.
- D. **Recording.** Short Subdivisions shall not be effective until approved by the City and the mylar map signed and recorded. Recording shall be at the applicant's expense.
- E. **Duplicate Originals.** The City shall be provided with a duplicate original of all mylar maps within ten (10) days of recording.