



SHORT SUBDIVISIONS

What is a Short Subdivision?

When you divide your property to sell, give, lease or trade a portion of it, or divide your property into several lots which can be sold, you are subdividing. If you are creating nine or fewer lots, any one of which is less than five acres in size, you are creating a short subdivision. The map and legal description of your short subdivision is called a short plat. If you are subdividing property into ten or more lots, you must follow preliminary and final *long* plat procedures.

Please note that if a parcel of land has been approved for a short plat, any subsequent divisions within 5 years must be processed as a long plat.

How It Works:

The preliminary short plat is the first of a two-step process to complete a subdivision. Submit your completed preliminary plat application materials to our department. The Preliminary Short Plat Application fee is required at this time. Your application must contain all information listed on the *Application Content Checklist*, unless an item has been specifically waived by the Planning Department.

Staff will conduct a completeness review of your application at the time you submit to determine that all required plans/documents are included. If items are missing, you will be asked to return with the required items and submit your revised application at that time.

Following submittal of your preliminary application, a Planner will prepare your application for routing to several City and County offices for a three-week review period. Reviewers will check to be sure that the new lots meet City requirements; are able to be built upon; that your taxes are up-to-date; and what, if any, improvements need to be made to the streets, sidewalks, and utilities.

The City will perform a sidewalk analysis in the neighborhood of your plat which may conclude that off-site sidewalk improvements are required in order to comply with RCW 58.17.060, the state's safe walking routes to schools statute. If required, the sidewalk improvements must be installed prior to application for final short plat approval.

As part of the routing process, the Planner will call you when your application packet has been prepared for you to deliver to the Thurston County Environmental Health Department (TCEH). TCEH will review your subdivision plat map for wells and septic systems on the site, as well as within 200 feet of your property boundaries. [TCEH requires a separate fee for their review.]

When you pick up your application review packet for TCEH from Community Planning & Development, you will also receive a yellow public notice board to be posted on your property. You must post the board on the major street frontage of your property (posting instructions will be provided).

Applicants are required to post the project site with a sign provided by the City within seven days of this application being deemed complete. Please contact City staff for more information.

At the end of the review period, the City will: 1) approve your application, 2) approve it with conditions, 3) return the application for correction, or 4) deny the short plat.

If you disagree with the City's decision, you may appeal it to the Hearings Examiner within 14 calendar days of the decision.

After the Preliminary Short Plat is approved, what's next?

After you receive preliminary short plat approval and all conditions of preliminary approval and installation of any required plat improvements are completed, you may submit application for final approval of the short plat. As part of your Final Short Plat Application, you are required to submit written verification that all required plat improvements have been completed and approved.

Similar to the preliminary short plat process, your final plat application materials will be checked for completeness when you submit. Once the application is deemed complete, it will be routed to receive comments regarding the adequacy of the plats' compliance with preliminary plat conditions. After all comments have been received, the Planner will contact you with any necessary modifications.

Once all requirements have been met and your short plat has been given final approval by the City, the signed short plat Mylar and all necessary documents must be recorded at the Thurston County Auditor's Office.

Please note that other development permits (e.g., building permits) cannot be issued or sales closed until after the short plat has been recorded.

How long do I have before I must complete the Final Plat?

Preliminary short plats are valid for a period of one (1) year after approval. During that time a complete application for final plat approval must be submitted. If you need additional time you may request a one year extension. It must be done in writing and prior to the expiration of your preliminary plat approval.

**For more detailed information,
please refer to the**

OLYMPIA MUNICIPAL CODE

17.32 - Short Plats

Table 4.04 - Residential Development Standards

Available for viewing at:

<http://olypiamunicipalcode.org>