Permit Number: _____

GRANT COUNTY
DEVELOPMENT SERVICES

P.O. BOX 37 - 264 WEST DIVISION AVENUE
EPHRATA, WA 98823
(509) 754-2011 EXT 2501

TYPE OF PERMIT(S) YOU ARE APPLYING FOR (check all that apply)

SEE FEE SCHEDULE FOR APPLICATION FEE AMOUNT

- ☐ Administrative Interpretation
- ☐ Binding Site Plan
- ☐ Conditional Use Permit
- ☐ Discretionary Use Permit
- ☐ Planned Unit Development
- ☐ Plat Alteration
- ☐ Preliminary Subdivision
- ☐ Reasonable Use Exception
- ☐ SEPA
- ☐ Short Subdivision
- ☐ Site Plan Review
- ☐ Utility Easement Extinguishment & Alt.
- ☐ Variance
- ☐ Zone Change
- ☐ Final Subdivision/Short Subdivision

APPLICANT INFORMATION

APPLICANT	
MAILING ADDRESS	
PHONE NUMBER	**EMAIL ADDRESS**
NAME, ADDRESS AND PHONE NUMBER OF PROPERTY OWNER(S), IF OTHER THAN APPLICANT	

AGENT INFORMATION

AUTHORIZED AGENT	
MAILING ADDRESS	
PHONE NUMBER	**EMAIL ADDRESS**

PROJECT SITE INFORMATION

SITE ADDRESS				
ASSESSOR TAX PARCEL NUMBER(S)				**SITE SIZE (acres or sq. ft.)**
SECTION	**TOWNSHIP**	**RANGE**	**FARM UNIT**	**BLOCK**
ZONING CLASSIFICATION		**COMPREHENSIVE PLAN DESIGNATION**		

I acknowledge that:

1. The information, plans, maps and other materials submitted on and with this application are, to the best of my knowledge, a true and accurate representation of this proposal;
2. This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to GCC 25.04.160;
3. Grant County does not guarantee success of this permit application, and/or the issuance of an affirmative notice of action. The County's assistance to the applicant/owner does not preclude the need to address impacts raised by the public or by other federal, state or local agencies;
4. Project correspondence will be sent to the identified project agent, and may be sent to applicant. Failure to notify applicant does not constitute a procedural deficiency;
5. If the applicant is not the owner of the real property which is the subject of the permit application, this application and acknowledgment shall also be executed by each owner;
6. All persons executing this acknowledgment in a representative capacity shall be personally liable and hereby personally guarantee payment of all fees, expenses and costs required by this application;
7. If the applicant, representative and/or owner fail to respond to a request by the Department to submit additional information, or the applicant, representative and/or owner request, orally or in writing, that further processing be suspended or postponed, and if such failure to respond or requested suspension/postponement exceeds 90 days, the application shall be considered abandoned and all proposed development, uses and activities shall only be further considered in the submission of a new application and fees;
8. This application does not constitute approval of the proposed development activity and it is acknowledged that additional permit applications and approvals may be necessary to conduct specific activities and
9. Owner's signature serves as authorization for Agent/Applicant to act on my behalf.

DATED:_____ Applicant/Agent_____

Applicant/Agent_____

DATED:_____ Owner _____

Owner _____

FOR STAFF USE ONLY:

Application Type: _____ Fee Paid: _____

Application Type: _____ Fee Paid: _____

Application Type: _____ Fee Paid: _____

Sub-Total: _____

Subdivision & BSP - Proposed Number of Lots: _____ Fee Per Lot: _____ Sub-Total: _____

Intake By: _____ Receipt #_____ **TOTAL:** _____

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Final Short Subdivision Checklist

The following information must be present to be accepted at the counter. Incomplete submittals will not be accepted.

Missing Items	Counter Complete	Submittal Requirements
☐	☐	Completed Master Application
☐	☐	Verification that Final Pre-Review has been Completed
☐	☐	Subdivision Mylar Drawings (GCC 22.04.420)
☐	☐	Digital Version of Short Subdivision Map (GCC 22.04.420 - provided by email)
☐	☐	Title Report/Plat Certificate Dated within 30-Days of Submittal
☐	☐	Applicable Fee
☐	☐	Public Works' Final Review Fee
☐	☐	Auditor's Recording Fee

Counter Review By: _____

NOTE! *The above required information is necessary to start the recording process. Additional information/materials may be required during the course of final review.*

Revised 04/11/2017

Final Short Subdivision Application Instructions

The Final Short Subdivision process is the last phase of the subdivision entitlement process which results in a plat map being recorded with the Grant County Auditor and formally subdividing the parcel(s) subject to the Preliminary Short Subdivision application.

FINAL SHORT SUBDIVISION PRE-REVIEW

Prior to the submittal of the final Short Subdivision mylar drawings, and other requisite materials, all final Short Subdivisions shall complete the requirements of final pre-review pursuant to Grant County Code (GCC) 22.04.405.

Final pre-review consists of submitting an electronic set of the final plat drawings to the Planning Department for consistency review before the process of collecting signatures on the final Short Subdivision mylars. Additionally, the applicant is required to provide a written statement addressing all of the required conditions of approval and how those conditions have been met with the final Short Subdivision.

Once final pre-review has been completed, the Planning Department will contact the applicant or their representative to request the mylars to be prepared and submitted.

FINAL SHORT SUBDIVISION REVIEW PROCESS

Application Form(s)

Applicants for a final Short Subdivision shall provide all information required in the Final Short Subdivision Application Submittal Checklist.

Only applications presented with all of the materials on the submittal checklist will be accepted and moved forward to collect the necessary department/agency signatures. Note, final Short Subdivision mylars require the signature of the Grant County Sanitarian (Health District) and must be submitted to Grant County Planning with the signature affixed to the mylars.
Additionally, final Short Subdivision mylars that require the signature of the Department of the interior, Bureau of Reclamation, and any of the Irrigation Districts, must be submitted to Grant County Planning with those signatures affixed to the mylars. Similarly, all owners of interest listed in the dedication of the final Short Subdivision must have their signatures affixed to the mylars as well. Any required Notary Public stamps and signatures must accompany the signatures. Because mylars are recorded by the Grant County Auditor it is imperative that the signatures be completed in permanent black felt tip pen (fine point) and be legible when reproduced. When Notary Public stamps are affixed to the mylar, the Notary should pay close attention that the ink does not smear across the mylar rendering the reproduction of that stamp, or any of the verbiage on the final Short Subdivision drawing impossible.

All necessary application fees are due at the time of submittal as well.

County Department and Office Signatures

The Planning Department will route the mylar drawings to the necessary County offices and departments for the appropriate signatures.

Immediately prior to recordation, the Grant County Treasurer will confirm that any necessary taxes are paid in advance. Applicants are encouraged to contact the Treasurer at the time of final pre-review to discuss the taxes owed to avoid any unnecessary delays in the recording of the final Short Subdivision.

THESE INSTRUCTIONS PROVIDE GENERAL INFORMATION ONLY AND DO NOT REFLECT THE COMPLETE TEXT OF THE ADOPTED GRANT COUNTY CODE. PLEASE REVIEW SPECIFIC COUNTY CODE PROVISIONS FOR COMPLETE TEXT AND REQUIREMENTS.