



JEFFERSON COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street • Port Townsend • Washington 98368
 360/379-4450 • 800/831-2678 • 360/379-4451 Fax

Land Division Supplemental Application¹

MLA # _____	PROJECT/APPLICANT NAME: _____
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Submittal Requirements

1. A completed Master Permit Application and State Environmental Policy Act (SEPA) Checklist (if applicable). Representative authorization is required if application is not signed by owner.
2. Short Plat, Long Plat or Binding Site Plan application fee (as applicable), as set forth in the Jefferson County Fee Ordinance, as amended.
3. Any supplemental information identified by the Administrator.
4. Five (5) paper copies of a preliminary plat meeting the requirements of Unified Development Code (UDC) Sections 7.3.3 and 7.3.4 for short plats, or UDC Sections 7.4.3 and 7.4.4 for long subdivisions/binding site plans and identifying points of access, all easements, deeds, restrictions, or other encumbrances restricting the use of the property, as applicable. Copies of the applicable UDC sections are attached for your use.
5. Where site conditions require a special report to assess or address any probable significant adverse environmental impacts, a study (or studies, as applicable) prepared by a competent professional may be required if deemed necessary by the Administrator.
6. Evidence of compliance with UDC Section 6.7, Stormwater Management Standards, as deemed necessary by the Administrator.
7. The preliminary plat must be prepared in accordance with UDC Section 7.3.3 for short plats, or 7.4.3 for long plats. The contents of the preliminary plat must provide the information listed in 7.3.4 for short plats and 7.4.4 for long plats.
8. The following supplemental information:

Subdivision Name:		
Land Use (check one):	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial
Total Acreage of Property:	Total Lots Proposed:	
Water Supply (check one):	<input type="checkbox"/> Individual Wells	<input type="checkbox"/> Community Water System
Sewage Disposal Method:		
Average Lot Size:	Minimum Lot Size:	Open Space:

¹ See UDC Section 7. Use this application for Preliminary Plats (short or long) and for Mixed Use, Commercial and Industrial Binding Site Plans; a separate application is available for Residential Binding Site Plans.

9. I, _____, do hereby swear and certify that in addition to the land subject to this application (check the box below which applies):

- I have no interest in
- I have an interest in

land within 300 feet of any portion of the subject property by reason of ownership, contract for purchase by agreement or option by any person, family member, firm, or corporation in any manner connected with me or the development.

SIGNATURE

DATE

10. *The applicant hereby certifies that the preliminary plat provides an accurate representation of the proposed land division; and the applicant hereby acknowledges that any approval issued on this application may be revoked if any such statement is found to be false.*

SIGNATURE

DATE