



**JEFFERSON COUNTY**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**

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

# Plat Vacation/Alteration Supplemental Application<sup>1</sup>

MLA # _____	PROJECT/APPLICANT NAME: _____
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## Submittal Requirements

1. A completed Master Permit Application. Representative authorization is required if application is not signed by owner.
2. Plat Alteration/Vacation fee, as set forth in the Jefferson County Fee Ordinance, as amended.
3. Current title company certification/plat certificate.
4.
  - a. For a plat vacation, signatures of all parties having an ownership interest in that portion of the short plat, long plat, or binding site plan subject to the proposed vacation; or
  - b. For a plat alteration or replat, signatures of a majority of those parties having an ownership interest of the lots, tracts, parcels, sites or divisions in the subject short plat, long plat or binding site plan, or portion to be altered.
5. A copy of any covenants conditions and restrictions (CC&Rs), deed restrictions, easements, planned rural residential development (PRRD) agreements, or other encumbrances restricting the use of the property.
6. Five (5) paper copies of the plat map and any surveys of record, with proposed alteration(s) or vacation(s) depicted in red ink.
7. Any additional information reasonably deemed necessary by the Administrator to evaluate the proposed alteration or vacation.
8. Describe the proposed alteration(s) or vacation(s) and the purpose(s) for the request. (Attach additional sheets, if necessary.):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Is the short plat, long plat or binding site plan adjacent to the right-of-way of a state highway or within two (2) miles of the boundary of a state or municipal airport. If yes, Department of Community Development staff shall send Notice of Application to the Secretary of Transportation for review and comment.  
 Yes       No
10. Is the short plat, long plat or binding site plan located within one (1) mile of a city or county boundary. If yes, Department of Community Development staff shall send Notice of Application to the affected city or county for review and comment.  
 Yes       No
11. Would the application for alteration or vacation result in the violation of a covenant? If yes, the application shall contain an agreement signed by all parties subject to the covenant(s) providing that the parties agree to terminate or alter the relevant covenant(s) to accomplish the purpose of the alteration or vacation of the plat or binding site plan, or portion thereof.  
 Yes       No

<sup>1</sup> See UDC Section 7.1.3(c). If the proposed alteration, replatting or vacation of any plat involves state-granted tide or shorelands, please discuss with Department of Community Development staff. RCW 58.17.212 and 58.17.215 specifically exclude these lands from alterations and vacations.

12. Would the application for alteration or vacation result in the violation of any deed restrictions, easements, planned rural residential development (PRRD) agreements, covenants conditions and restrictions (CC&Rs) or other encumbrances restricting the use of the property?  
 Yes       No
13. Is any land within the proposed alteration or vacation within the limits of an assessment district?  
 Yes       No
14. Does any of the land within the proposed alteration or vacation contain a dedication to the general use of persons residing within the short plat, long plat, or binding site plan?  
 Yes       No
15. The applicant(s) hereby certifies that all the above statements are true and that the plot plan provides an accurate representation of the proposed alteration or vacation, and the applicant(s) hereby acknowledges that any permit issued on this application may be revoked if any such statement is found to be false.

\_\_\_\_\_  
 APPLICANT'S SIGNATURE (AND PARCEL NUMBER)

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PROPERTY OWNER'S SIGNATURE (AND PARCEL NUMBER)

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PROPERTY OWNER'S SIGNATURE (AND PARCEL NUMBER)

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 DATE

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 PROPERTY OWNER'S SIGNATURE (AND PARCEL NUMBER)

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PROPERTY OWNER'S SIGNATURE (AND PARCEL NUMBER)

\_\_\_\_\_  
 DATE

[NOTE: For all required signatures, representative authorization is required if application is not signed by the owner.]