



Town of Twisp

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www.townoftwisp.com

HOW TO FILE A SHORT PLAT OR A LONG PLAT

WHAT TO SUBMIT:

Preliminary Submittal:

- Application – Complete form and sign
- Fees – Zoning and subdivision
- Ten (10) copies of preliminary plat map - digital pdf. & ten (10) 11' x 17" copies
- List of names and addresses of adjacent landowners within 300' of property boundaries
- Three (3) 18" x 24" paper maps
- Title report (plat certificate)

PRELIMINARY MAP STANDARDS:

- 1. 18" X 24" Mylar or similar material & shall contain a map of the short or long division, including vicinity map, which shall disclose the following:
 - 2. Name of the proposed short or long division
 - 3. Legal description of the land
 - 4. Total number of acres within the short or long division
 - 5. A number for each lot within the short or long division
 - 6. Surveyor's certificate
 - 7. Date of the survey
 - 8. Surveyor's stamp, address, phone number
 - 9. Statement of consent and waiver
 - 10. Acknowledgement for notary public
 - 11. Surveyor's notes
 - 12. Basis of bearing
 - 13. Drawn by: date, job #, checked by, scale, sheet #
 - 14. Boundary lines of the short or long subdivision
 - 15. Boundaries of lots within the short or long division
 - 16. Existing monuments and markers
 - 17. Location and names of roads and easements with easement filing numbers
 - 18. Location of existing bldgs, utility lines, (water & sewer), wells septic systems, bodies of water, location of floodplain & other features needed to be shown

- ___ 19. **Okanogan County Treasurer’s signature (indicating property taxes have been paid in full for the year.**
- ___ 20. **Auditor’s certificate**
- ___ 21. **Certification of all persons having an interest in the short or long subdivision, signed and acknowledged by them before a notary public which states; consent and waiver; recites a dedication by them of any and all land shown on the short or long plat that is to be dedicated for public use.**
- ___ 22. **Space for approval by and signature of Administrator**

PROCESS:

- 1. Application accepted and sent to required State and Local Agencies**
- 2. Thirty (30) day comment period**
- 3. After comment period – copies of comments received sent to applicant and surveyor**
- 4. All responses addressed by applicant/surveyor to public comments**
- 5. Administrator’s signature on Mylar**
- 6. Mylar and two (2) copies filed at Okanogan County Auditor’s Office**
- 7. Filing fee paid to Okanogan County Auditor**

THINGS TO CONSIDER:

- 1. The proposed short or long subdivision conforms to the Twisp Comprehensive Plan, current zoning requirements and other land use regulations.**
- 2. The proposed lots meet Health Department requirements.**
- 3. Every lot is served with adequate public or private access.**
- 4. The proposed short or long subdivision is served by an all weather road.**
- 5. The public use and interest will be served by permitting the proposed division of land.**
- 6. Re-subdivision is prohibited for a period of five (5) years. Give careful consideration to future plans for the proposed short or long division.**