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Chapter 16.04 INTRODUCTORY PROVISIONS AND DEFINITIONS

Sections:

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16.04.010 Findings.

The board of county commissioners of Grays Harbor County, Washington, finds that:

A. In order to protect and promote the public health, safety, and general welfare, subdivision of land should proceed in a manner that: provides for the continuation of streets within subdivisions with other existing or planned streets and with major street and highway plans of the county and other municipalities; provides for access to and extension of the necessary public facilities; assures adequate provision for water supply, sewage disposal, and protection
of natural drainage systems, parks, fire protection, and schools; provides for adequate open
space for traffic, recreation, light, and air; and provides for uniform land monuments and
conveyance by accurate legal description.

B. Proper application of regulations established by RCW 58.17, as amended, requires that specific
standards and administrative procedures relating to subdivision of land in unincorporated areas
of the county be provided.

C. This title is necessary to further the purposes and objectives of the Grays Harbor County
comprehensive plan established pursuant to RCW 36.70.

(Ord. 111 § 1.10, 1983)
(Ord. No. 386, § 1, 6-7-2010)

16.04.020 Purposes.

The provisions of this title are necessary to regulate the subdivision and development of land and to
promote the public health, safety, and general welfare in accordance with established standards; to
prevent the overcrowding of land; to lessen congestion in streets and highways; to promote the effective
use of land; to promote safe and convenient travel by the public on streets and highways; to promote
access for service and emergency vehicles; to provide for adequate light and air; to promote the proper
arrangement of streets, lots, easements, and other private or public ways; to facilitate adequate
provisions for water, sewage, parks and recreation areas, sites for schools and school grounds and other
public requirements; to provide for ingress and egress; to implement the comprehensive plan; to provide
for the expeditious review and approval for proposed subdivisions which conform to zoning standards and
local plans and policies; to provide for the residential, commercial, and industrial needs of the citizens; to
provide for adequate open spaces and balanced, attractive communities; to promote the conservation of
energy and resources; and to require uniform monumenting of land subdivisions and conveyance by
accurate legal description.

(Ord. 111 § 1.30, 1983)
(Ord. No. 386, § 2, 6-7-2010)

16.04.030 Title.

This title shall be known and may be cited as the Grays Harbor County subdivision ordinance with
supplementary provisions for mobile home parks and recreational vehicle parks.

This title may refer to itself internally as "these regulations" or "this title" and may be referred to as the
"county subdivision ordinance."

(Ord. 111 §§ 1.40, 1.50, 1983)

16.04.040 Definitions.

For the purpose of this title and to supplement definitions and usage set forth in chapter 1.04 of this
code certain words and terms are defined as follows:

"Acreage lot" means real property that is not a subdivided part of a final plat.

"Administrator" means the director of the Grays Harbor County planning and building division.

"Binding site plan" means a drawing or drawings to scale as specified by this title which: (a) identifies
and shows the areas and locations of all streets, roads, drainage systems, improvements, utilities, open
spaces, dedications, and any other matters specified by this title and any other applicable ordinances; (b)
contains inscriptions or attachments setting forth such appropriate limitations and conditions for the use of
the land as are established by the local government body having authority to approve the site plan; and
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(c) as provided by this title, after approval of the site plan all development upon land covered by the plan shall be in conformity with the site plan.

"Block" means a group of lots located within well-defined and fixed boundaries such as roads.

"Board" means the Grays Harbor County board of commissioners.

"Board of adjustment" means the Grays Harbor County board of adjustment.

"Bond" means any form of security including a cash deposit, surety bond, collateral, property or instrument of credit in a form satisfactory to the county prosecuting attorney and of an amount satisfactory to the county public works division or agency which requires the bond.

"Buffer" or "buffer area" means that vegetated area adjacent to a critical protection area that can reduce impacts from adjacent land uses through various physical, chemical, and/or biological processes. The buffer shall be placed in a critical protection area tract or easement as part of any development process.

"Commercial/industrial site plan subdivision" means the subdivision or redivision of land for the purpose of sale, lease, or transfer of ownership unless exempt under Section 16.08.040, intended for the development of commercial and/or industrial uses accomplished through the approval of a binding site plan as provided in this title and filed with the county auditor after approval.

"Community sites and facilities" include, but are not limited to, parks, open space, private roads, recreation facilities, water, solid waste disposal transfer facilities, and sanitary facilities.

"Comprehensive plan" means the policies and proposals approved and recommended by the planning agency or initiated by the board and approved by motion by the board: (a) as a beginning step in planning for the physical development of the county; (b) as the means for coordinating county programs and services; (c) as a source of reference to aid in developing, correlating, and coordinating official regulation and controls; and (d) as a means for promoting the general welfare. Each plan shall consist of the required elements and may also include the optional elements set forth in state law which shall serve as a policy guide for the subsequent public and private development and official controls so as to present all proposed developments in a balanced and orderly relationship to existing physical features and governmental functions.

"Contiguous land" means land adjoining and touching other land and sharing the same owner regardless of whether or not portions of the lots have separate tax lot numbers, or were purchased at different times, lie in different sections, are different government lots or are separated from each other by a private road, a private right-of-way, or public or private easement.

"County health department" or "health department" means the Grays Harbor County environmental health division.

"Critical protection area easement" or "conservation easement" means an encumbrance on the title of a property to protect the value and function of a critical area as defined in Title 18. The easement is recorded on the property deed and is held in trust by the party granting the easement, with the grantee enforcing the terms of the easement for the duration of its existence.

"Cul-de-sac" means an area for vehicle turnabout, usually circular, located at the closed end of a dead-end road.

"Dedication" means the deliberate appropriation of land by its owner for any general or public uses, reserving to oneself no other rights beyond those general or public uses to which the property has been devoted. A dedication is evidenced by its representation by the owner on a final plat, final short plat, final large lot subdivision map, or final binding site plan prepared for filing showing the dedication thereon or by its representation, presentation, or description on a separate written instrument. Acceptance by the public of the dedication shall be evidenced by the approval of such plat or binding site plans for filing by the board of county commissioners or, in the case of short plat and large lot subdivision maps, adoption of a resolution accepting the dedication by the board of county commissioners.

"Development" means the construction, reconstruction, conversion, alteration, relocation, enlargement, expansion, or intensification of any structure; the construction, alteration, conversion, or
expansion of any public facility or community site and facility; any land disturbance; and any use, activity, occupancy, or the expansion, intensification, or extension of the use or occupancy of land.

"Easement" means a right conveyed by a property owner to a designated person or to the public for use of property for a specified purpose.

"Engineer" means a civil engineer certified by the state of Washington or other state with equivalent qualifications as a professional engineer.

"Final plat" means the final drawing of a long subdivision prepared for filing for record with the auditor and containing all elements and requirements set forth in RCW 58.17, as amended, and in this code.

"Flood" or "flooding" means a general and temporary condition of partial or complete inundation of normally dry land areas from: (a) the overflow of inland or tidal waters; and/or (b) the usual and rapid accumulation of runoff of surface waters from any source.

"Large lot subdivision" means the subdivision or redivision of land into two or more lots for sale, lease or transfer of ownership unless exempt under Section 16.08.040, where all lots are five acres or one one-hundred-twenty-eighth (1/128) of a section of land or larger, and any lot is smaller than twenty (20) acres or one thirty-second (1/32) of a section of land.

"Landscaping" means a separation designed to absorb conflicts between differing land uses. Fences, berms, shrubs, trees, and other planting or construction may be included where needed to lessen land use conflicts.

"Land surveyor" means a person certified by the state of Washington or other state with equivalent qualifications as a professional land surveyor and registered with the state of Washington.

"Long subdivision" means the subdivision or redivision of land into five or more lots for the purpose of sale, lease, or transfer of ownership unless exempt under Section 16.08.040, where any lot is smaller than five acres or one one-hundred-twenty-eighth (1/128) of a section of land.

"Lot" means a fractional part of subdivided lands having fixed boundaries being of sufficient area and dimension to meet minimum subdivision, zoning, and sewage disposal requirements for width and area.

"Mobile home" means a dwelling unit construction of which is regulated by RCW 43.22.

"Mobile home park" means any lot or lots under one ownership or unified management developed or used for locating three or more mobile homes, excluding the sales lot of a licensed mobile-home dealer where not more than one mobile home is used as the owner’s or caretaker’s residence.

"Owner" means the person or persons who are the owner(s) of record, as determined by the records of the county auditor, provided that the owner under a real estate contract is the purchaser-mortgagor.

"Open space" means land within a developed area that is left undeveloped and serves as an amenity to surrounding property owners. The open space shall be identified as a tract in any platting process.

"Parcel" means any part of land identified for purposes of taxation. The term parcel does not mean legal building lot.

"Person" means every natural person, firm, partnership, association, social or fraternal organization, corporation, estate, trust, receiver, syndicate, branch of government or any other group or combination acting as a unit.

"Planning commission" means the Grays Harbor County planning commission.

"Platted lot" means a lot that is a subdivided part of a final plat.

"Preliminary approval" means the official written action approving a proposed subdivision or resubdivision of land when provision of improvements or fulfillment of conditions must occur prior to final approval. The applicant shall be entitled to final approval when the conditions are met and/or improvements are provided.

"Preliminary plat" means a neat and approximate drawing of a proposed subdivision showing the general layout of roads, lots, blocks, and other elements of a subdivision consistent with the requirements
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of this title. The preliminary plat shall be the basis for the approval or disapproval of the general layout of a subdivision.

"Public works director" or "county engineer" means the director of the Grays Harbor County public works division or his or her designated representative under RCW 58.17.160(1).

"Public works division" means the Grays Harbor County public works division.

"Recreational vehicle" means a unit designed as temporary living quarters for recreational, camping, or travel use, having either its own motive power or being mounted on or drawn by another vehicle.

"Recreational vehicle park" means any land divided into lots or spaces, under the ownership or management of one person, firm or corporation, for the purpose of locating three or more recreational vehicles for transient-dwelling purposes.

"Required improvements" mean physical changes to real property which are required pursuant to the provisions of this title and other applicable ordinances including, but not limited to, roads, drainage systems, bridges, signs, water supply, sewage disposal, fire protection, electrical power, telephone service, parks, open space, and community facilities.

"Right-of-way" means property occupied or intended to be occupied by a street, crosswalk, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer components or channels, or for another special use. The usage of the term "right-of-way" for land-dividing purposes shall mean that every right-of-way hereafter established and shown on a final plat, site plan, or map is to be separate and distinct from the lots adjoining such right-of-way and not included within the dimensions or areas of such lots. Rights-of-way intended for maintenance by a public agency shall be dedicated to public use by the maker of the plat, site plan, or map on which such right-of-way is established.

"Road" means that property which provides vehicular circulation or other means of access to abutting properties and which may also include provisions for public utilities, pedestrian walkways, bridges, pathways for bikes or horses, open space, cut and fill slopes, and drainage.

1. "Local access road" means a road used primarily for access to abutting properties.

2. "Major collector arterial" means a road intended to move through-traffic to and from major attractions such as residential neighborhoods, shopping districts, industrial areas, and similar traffic generators; and/or as a route for traffic between communities or large areas.

3. "Minor collector arterial" means a thoroughfare which primarily carries traffic from local roads to major collector arterials. Minor collector arterials are established by the board of county commissioners and reported to the State Department of Transportation. This term may include the principal entrance and circulation routes within residential subdivisions.

"Roadway" means that portion of a right-of-way that is improved and maintained for vehicular and/or pedestrian traffic.

"Short plat" means the map representation of a short subdivision.

"Short subdivision" means the subdivision or redivision of land into four or fewer lots for the purpose of sale, lease or transfer of ownership unless exempt under Section 16.08.040, any lot of which is smaller than five acres in size or one one-hundred-twenty-eighth (1/128) of a section.

"Solar orientation" means the position of a lot or building so as to gain optimal exposure to sunlight for the purposes of using the sun's radiant energy for a building's heating and lighting purposes.

"Subdivision" means the subdivision or redivision of land into five or more lots for the purpose of sale, lease or transfer of ownership unless exempt under Section 16.08.040, where any lot is smaller than five acres or one one-hundred-twenty-eighth (1/128) of a section.

"Tract" means a portion of subdivided land set aside for non-development purposes. Any tract created as part of a subdivision process shall be owned in an undivided interest by all lot owners in the subdivision.
"Variance" means a modification of the strict terms of this title where such modification will not be contrary to the public interest and where owing to conditions peculiar to the property and not the result of the action of the applicant a literal enforcement of the regulations would result in unnecessary and undue hardship.

"Water distribution system" means the piping used to deliver water intended for human consumption.

(Ord. 298 § 1—4, 2002; Ord. 292 §§ 1—4, 2001; Ord. 290 § 1, 2001; Ord. 111 §§ 2.10—2.40, 1983)
(Ord. No. 386, § 3, 6-7-2010)

16.04.050 Reserved.

Editor's note—


Chapter 16.08 GENERAL PROVISIONS

Sections:

16.08.010 General scope.
16.08.020 Compliance with other regulations.
16.08.030 Applicability.
16.08.040 Exemptions.
16.08.050 Appeal of administrative decisions.
16.08.060 Amendments to this title.
16.08.070 Fees.
16.08.080 Minor alterations to short and long subdivisions.
16.08.090 Legal descriptions and the creation of lots by description.
16.08.100 Lots divided by zoning districts.

16.08.010 General scope.

Subdivisions of land for the purpose of lease, sale, or transfer of ownership into two or more lots and the development of land for mobile home parks and recreational vehicle parks within unincorporated areas of Grays Harbor County shall comply with this title.

Mobile home parks and recreational vehicle parks are processed under the applicable provisions of Chapters 16.24 and 16.28 and are not reviewed under chapters pertaining to long subdivision or short subdivision procedures. Subdivisions of land for sale or transfer of ownership where the lots are to be occupied by mobile homes (mobile home subdivisions) are to proceed in compliance with the short subdivision, long subdivision, or large lot subdivision sections of this title, as applicable.

(Ord. 111 § 3.10, 1983)
(Ord. No. 387, § 1, 6-7-2010)
16.08.020 Compliance with other regulations.

All subdivisions and binding site plans subject to this title shall be in compliance with the following:

A. All applicable statutory provisions;
B. Title 17 of this code, shorelines management program, building and housing codes, and all other applicable ordinances of the county;
C. The general provisions of the county comprehensive plan and the capital improvement plan including all streets, drainage systems, and parks shown on the comprehensive plan map;
D. The special requirements of these regulations and any rules of the environmental health division and/or appropriate state agencies;
E. The rules of the State Department of Transportation if the subdivision or any lot contained therein affects a state highway or connecting street.

(Ord. 111 § 3.20, 1983)
(Ord. No. 387, § 2, 6-7-2010)

16.08.030 Applicability.

The following rules shall govern questions of the precise applicability of these regulations:

A. Lots in common ownership separated by a public right-of-way shall not be considered a single lot.
B. Land divided incidental to separation of common interest or communal ownership as in a partnership shall be considered a lot.
C. Land legally divided by metes and bounds description and transferred in ownership prior to October 17, 1983 shall be treated as a separate and distinct lot that may be sold as originally described without subdivision approval.

(Ord. 167 § 2, 1993: Ord. 111 § 3.30, 1983)
(Ord. No. 387, § 3, 6-7-2010)

16.08.040 Exemptions.

This title does not apply to the following:

A. Cemeteries and other burial plots while used for that purpose;
B. Subdivisions made by testamentary provisions, or the laws of descent; provided the resulting lots satisfy minimum lot size and width requirements for the applicable zoning district;
C. Subdivisions of land into lots or tracts one-sixteenth (1/16) of a section of land or larger, or forty (40) acres or larger if the land is not capable of description as a fraction of a section of land;
D. The combination of portions of previously platted lots when: (1) the total number of lots is not increased, (2) the resulting lots meet minimum environmental health division standards for lots sizes for sewage disposal and water supply, and (3) the resulting lots meet the minimum lot size and width required by the zoning district in which the property is located;
E. Land solely divided for boundary line adjustment, provided: (1) the total number of lots is not increased; (2) the boundary line adjustment shall be reviewed by the environmental health division to certify that all resulting lots meet minimum standards for lot sizes as related to sewage disposal and water supply; (3) the boundary line adjustment shall be approved by the planning division only if the resulting lots satisfy minimum lot size and width requirements for the
applicable zoning district, and subject to the environmental health division review. The decision of the planning division may be appealed to the board within twenty-one (21) days of the date of the decision; (4) if any existing lots are nonconforming, the boundary line adjustment shall not create any lots smaller than the smallest existing lot; (5) all new lots resulting from a boundary line adjustment shall be on the same side of a state or county right-of-way; and (6) legal descriptions shall be certified by a land surveyor, title-company, or attorney licensed to practice in the state of Washington;

F. The subdivision of land solely resulting from a mortgage or trust deed foreclosure;

G. Subdivisions for the purpose of creating or extending public rights-of-way by a governmental agency;

H. The exchange of ownership rights associated with real property such as easements, development rights, etc., provided the area of any lot of real property is not divided or redivided;

I. The rental or lease of buildings or similar improvements where the land itself is not divided or redivided. This exception includes rentals of portions of the same real property to different parties where the subdivision or redivision of the land is not involved (such as in the case of multi-family dwellings or common commercial structures) and the entire lot is retained in common ownership and is managed as a unit of property. The creation and/or development of mobile home parks or recreational vehicle parks are not exempted and shall be subject to the provisions of this title;

J. Assessor's plats made in accordance with RCW 58.17.050, 58.17.240, 58.17.250 and 58.18.010;

K. The lease, sale, or transfer of ownership of legally created contiguous platted or unplatted lots provided the lots were in compliance with all zoning and land subdivision regulations applicable to the property at the time the lots were recorded with the county auditor's office. Subdivisions of land henceforth created under the provisions of exemptions listed in subsections F and N of this section shall not be considered legally created platted or unplatted lots for the purpose of this exemption or this title. Where a legally created unplatted lot was in compliance with all applicable regulations but not recorded with the county auditor's office, the administrator may determine that the lot(s) fall within this exemption where a notarized deed or contract provides evidence the lot was legally created. This exemption shall not be implemented until the owner provides the administrator a chain of title confirming the date the lots were created and transferred;

L. A subdivision of land due to condemnation or sale under threat thereof, by an agency or division of government vested with the power of condemnation;

M. A subdivision of land to be used exclusively for the installation and operation of the following public or private utilities; telephone, electric, and cable television lines, poles, and appurtenant equipment; water or gas pipes, mains, valves, reservoirs, wells, or treatment facilities; pumping stations; stormwater ditches, pipes, detention, retention, or treatment facilities; and telephone exchanges, repeater stations, transmitter stations, and appurtenant equipment; solid waste transfer stations, defined as staffed, fixed supplemental facilities used by persons and route collection vehicles to deposit solid wastes into transfer trailers for transportation to a disposal site; provided, however, that any remaining lot(s) complies with all applicable land use regulations. Any contiguous land split by lots created through this exemption shall be treated as contiguous land for the purposes of this title and shall proceed in compliance with this title prior to lease, sale, or transfer of ownership of any portion of that land split by the lot(s) used for the utilities. If the land so divided is not used for the installation and/or operation of utilities within five years or ceases to be so used for one year, it shall become a part of the lot from which it was created and shall no longer be a separate lot;

N. Arrangements for the incremental transfer of the ownership of a lot as part of a payment schedule for a mortgage or contract to purchase the entire lot. No portion of the lot shall be leased, sold, or the ownership transferred to any person other than the buyer or seller unless
16.08.050 Appeal of administrative decisions.

Any person aggrieved by any administrative decision issued pursuant to this title may appeal the decision to the board of county commissioners within twenty-one (21) days of the date the decision was made.

A. Appeals shall be initiated by notifying the administrator in writing that a review of the decision is requested. The notice shall include the reasons for the appeal. The administrator shall submit the request to the board prior to its next regular meeting.

B. At its next regular meeting the board shall set the date for the public hearing on the appeal. Notice of the hearing shall be given by one publication in the county’s legal newspaper at least ten (10) days prior to the date of the hearing.

C. The administrator shall prepare a written statement setting forth the rationale for the decision being appealed and provide such statement to the appellant at least ten (10) days prior to the hearing date. The administrator shall transmit the statement to the board.

D. During the hearing the board may hear and receive such evidence as it deems necessary and appropriate including, but not limited to, statements from the appellant, the administrator, and other interested citizens. The hearing shall be open to the public. All interested parties may be present in person and/or represented by counsel. All persons present shall be entitled to be heard. In deciding the appeal, the board shall consider only the merits of the statements as they relate to the specific terms, phrases, or sections of the ordinance in question and shall not consider the merits of the proposal or property affected by the decision. All decisions shall be in conformance with state and local regulations.

E. The decision of the board is final and shall be considered the official interpretation unless overturned by a court of competent jurisdiction.

16.08.060 Amendments to this title.

A. For the purpose of providing for the public health, safety, and general welfare, the board of county commissioners may from time to time amend the provisions of this title. All amendments shall be by ordinance. The amendments may be initiated by the planning commission, the board of county commissioners, or other interested party. The planning commission shall review all proposed amendments and forward its recommendations to the board. A public hearing(s) shall be held as prescribed by this title and applicable state laws.

B. At least once every five years the planning commission shall review the provisions of this title for adequacy, responsiveness, conformance to state law, and other appropriate goals. The commission shall transmit its findings, conclusions, and recommendations resulting from this review to the board of county commissioners.

C. It is the policy of Grays Harbor County to provide advance notice of all amendments to this title to the citizens of the county. To implement this policy the following notice provisions are established:
1. At least one public hearing shall be held on all amendments to this title. Notice shall be published in the county’s legal newspaper at least ten (10) days prior to the hearing. The proposed amendment(s), any staff reports, and any supporting documents shall be available for public review on the date the notice is published at the offices of the county planning division.

2. The county shall inform the news media within the county of the proposed amendment prior to the hearing.

3. The county planning division shall maintain a list of those individuals and organizations which have requested advance notice of amendments to this title. Notice of proposed amendments shall be mailed to the individuals and organizations on the list at least ten (10) days prior to the public hearing date.

(Ord. 111 § 3.60, 1983)

16.08.070 Fees.

Applications for short subdivision, long subdivision, and large lot subdivision approval; applications for mobile home park, recreational vehicle park, and commercial/industrial site plan approval; and application and/or requests for all other reviews, approvals, submittals, and filings required or permitted by this title shall be accompanied by the fees set by the board of county commissioners, if any.

The board of county commissioners is authorized to set application, review, and filing fees by resolution for any review, approval, procedure, submittal or filing required or permitted by this title.

(Ord. 111 § 3.70, 1983)

16.08.080 Minor alterations to short and long subdivisions.

After preliminary approval of a subdivision has been granted or (in the case of a short subdivision utilizing the sketch plan alternative review process) sketch plan approval has been granted, minor alterations may be made to the preliminary plat or sketch plan if approved by the administrator; provided that, any alteration of a road or drainage improvement must also be approved by the public works division and the number of lots may not be increased. If in the discretion of the administrator and/or the public works division any alteration is considered to be of a substantial nature, the preliminary plat shall be resubmitted in compliance with this title.

(Ord. 111 § 3.80, 1983)

(Ord. No. 387, § 6, 6-7-2010)

16.08.090 Legal descriptions and the creation of lots by description.

All legal descriptions required by this title as part of a subdivision or development where a survey is required shall be written and certified by a land surveyor. Where subdivisions of land are permitted by this title to be created by metes and bounds descriptions, descriptions of lots by fractions or portions of a section, or by some other method of describing lots other than a survey; the legal descriptions creating the lots and describing their boundaries shall be written and certified by either an employee of a title company, an attorney, a land surveyor, or an engineer.

(Ord. 111 § 3.90, 1983)

(Ord. No. 387, § 7, 6-7-2010)
16.08.100 Lots divided by zoning districts.

When a lot wholly situated on the same side of a public right-of-way is divided by two or more zoning districts, the zoning district which occupies the largest portion of the lot shall apply to that entire lot.

If a lot is equally divided between zoning districts, the total area of the bisected lot shall be subject to the same zone classification as that portion abutting the front property line.

(Ord. 333 (part), 2005)
(Ord. No. 387, § 8, 6-7-2010)

Chapter 16.12 ADMINISTRATION
Sections:

16.12.010 Environmental health division.
16.12.030 Planning and building division.
16.12.050 Board of adjustment.
16.12.060 Board of county commissioners.

16.12.010 Environmental health division.

The environmental health division shall review all proposed long subdivisions, short subdivisions, industrial/commercial site plans, mobile home parks, and recreational vehicle parks to determine adequacy of the proposed sewage disposal and water supply system. The environmental health division shall forward written comments and recommendations relative thereto to the planning commission, board of adjustment, or administrator, as appropriate.

(Ord. 111 § 4.10, 1983)
(Ord. No. 387, § 9, 6-7-2010)


The public works division shall review all proposed long subdivisions, short subdivisions, industrial/commercial site plans, mobile home parks, recreational vehicle parks, and large lot subdivisions in regard to roads, drainage systems, and signing, and shall forward written comments and recommendations relative thereto to the planning commission, board of adjustment, or administrator as appropriate. The public works division shall administer all requirements for the design of final plats; the engineering, installation, bonding, and inspection of required improvements; and for surveying, monumentation, and legal descriptions.

(Ord. 111 § 4.20, 1983)
(Ord. No. 387, § 10, 6-7-2010)
16.12.030 Planning and building division.

The planning and building division shall have overall administrative and design responsibilities regarding proposed long subdivisions, short subdivisions, industrial/commercial site plans, mobile home parks, recreational vehicle parks, and large lot subdivisions. The planning and building division shall review such proposals for conformance with the general provisions of the Grays Harbor County comprehensive plan and the specific provisions of this title, Title 17 and any other applicable written policy, objective, standard, plan, program, or ordinance adopted by the county and shall forward written comments and recommendations relative thereto to the planning commission, board of adjustment, or administrator as appropriate.

(Ord. 111 § 4.30, 1983)
(Ord. No. 387, § 11, 6-7-2010)


The planning commission shall review all proposed long subdivisions and commercial/industrial site plans for conformance with the general provisions of the Grays Harbor County comprehensive plan, and the adopted land development policies and standards of the county, the requirements of RCW 58.17, and this title. In addition, the planning commission is assigned the functions, powers, and duties incident to conducting hearings and making recommendations to the board on approval, approval with conditions, or disapproval of preliminary plat of proposed long subdivisions, and industrial/commercial site plan reviews and making recommendations on variances for such subdivisions in accordance with this title.

(Ord. 111 § 4.40, 1983)
(Ord. No. 387, § 12, 6-7-2010)

16.12.050 Board of adjustment.

The board of adjustment shall review all proposed mobile home parks and recreational vehicle parks for conformance with the general provisions of the Grays Harbor County comprehensive plan and the specific provisions of the comprehensive zoning ordinance, and any other adopted policy, objective, standards, plan, program, ordinance, and the requirements of RCW 58.17, and this title. In addition, the board of adjustment is assigned the function, power, and duties incident to the holding of hearings and recommending approval or denial of proposed mobile home parks and recreational vehicle parks and making recommendations on variances for such site plans.

(Ord. 111 § 4.50, 1983)

16.12.060 Board of county commissioners.

The board shall generally find whether or not a proposed subdivision or site plan makes appropriate provision for public health, safety, and general welfare and conforms with comprehensive plan and comprehensive zoning ordinance requirements. The board shall determine if appropriate provisions are made for, but not limited to, drainage systems and the protection of natural drainage ways, roads, streets, other public ways, water supplies, police and fire protection, sanitary wastes, solid wastes, parks, playgrounds, open spaces, sites for schools, minimizing impacts upon the environment, and conserving energy and shall consider all other relevant facts and determine whether the public interest will be served by the subdivision or site plan.

The board shall assure that a proposed subdivision or site plan conforms to the general purposes of the Grays Harbor County comprehensive plan and the specific provisions of the comprehensive zoning ordinance, RCW 58.17, this title, and any other applicable written policy, objective, standard, plan, program, element, or ordinance adopted by Grays Harbor County.
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The board of county commissioners shall decide all appeals of administrative decisions.
The board shall decide all requests for variances from the strict application of the provisions of this title. Variances from short subdivision and large lot subdivision requirements shall also be heard and decided by the board, without necessity of a recommendation from the planning commission or board of adjustment.

(Ord. 111 § 4.60, 1983)
(Ord. No. 387, § 13, 6-7-2010)

Chapter 16.16 SHORT SUBDIVISIONS

Sections:

Article I - Administration and Application

Article II - Design and Required Improvements

Article III - Inspection and Bonds

Article I
Administration and Application

16.16.010 Applicability.
16.16.020 Preliminary consultation.
16.16.030 Short plat application.
16.16.040 Timetable for review of application.
16.16.050 Sketch plan alternative review procedure.
16.16.060 Administrator's procedure upon acceptance of application.
16.16.070 Consent to access.
16.16.080 Agency recommendations.
16.16.090 Administrator's action.
16.16.100 Approval with conditions.
16.16.110 Appeal of approval or denial.
16.16.120 Final approval and recording.
16.16.130 Validity of information.
16.16.140 Resubdivision.

16.16.010 Applicability.

This chapter applies to any subdivision of contiguous land into four or fewer lots where any lot is less than one one-hundred-twenty-eighth (1/128) of a section or five acres for the purpose of sale, lease or
transfer of ownership. This chapter is intended to ensure that such short subdivisions are created with proper regard for the provision of adequate water, sewage, and drainage systems, proper utility and road access, and that subdivisions are in compliance with the applicable laws and regulations, and the adopted written policies, standards, and plan of affected government jurisdictions in order to protect the general public. Commercial or industrial subdivisions of four or fewer lots may be reviewed through either the short subdivision procedure or the site plan procedure established in Chapter 16.32.

(Ord. 167 § 4 (part), 1993; Ord. 111 § 5.101, 1983)
(Ord. No. 388, § 1, 6-7-2010)

16.16.020 Preliminary consultation.

Prior to making application for short subdivision approval, prospective applicants are encouraged to discuss the short subdivision review process, short subdivision requirements, and their proposal with the planning division staff. The planning division at this time shall make available all pertinent information as may be on file relating to the general area. The purpose of preliminary consultation is to eliminate as many potential problems as possible in order for the proposed short subdivision to be processed without delay. The consultation should take place prior to a survey or detailed work by an engineer or surveyor. Discussion topics at this time would include the comprehensive plan, street plan, shorelines program, zoning, the availability of sewer and water, development concepts, other county requirements and permits, and the environmental impact of the short subdivision. If the applicant owns adjacent land, the possibilities of future development shall be discussed.

(Ord. 111 § 5.102, 1983)

16.16.030 Short plat application.

Application for short subdivision approval shall be made to the Grays Harbor County planning division, following the formats and on any forms prescribed by the administrator and submitting the information specified in Appendix A set out at the end of this title.

Those applications which upon inspection are insufficiently prepared to provide a basis for adequate review shall not be accepted by the administrator. The administrator shall inform the applicant of the reasons for non-acceptance. A written statement citing the information requirements upon which non-acceptance is based shall be supplied to the administrator when so requested by the applicant. The administrator may require the applicant to submit any additional information or material which the administrator finds is necessary for the proper review of the application.

(Ord. 111 § 5.103, 1983)

16.16.040 Timetable for review of application.

Applications for short subdivision approval shall be approved, disapproved, or returned to the applicant for modification or correction within one hundred twenty (120) calendar days from the date received by the administrator unless the applicant consents in writing to an extension of time; provided that if an environmental impact statement is required as provided in RCW 43.21C.030 or its successor, the applicable time period shall not include the time spent preparing and circulating the environmental impact statement.

(Ord. 333 (part), 2005: Ord. 111 § 5.104, 1983)

16.16.050 Sketch plan alternative review procedure.

As an alternative to the standard one-step short subdivision review procedure, an applicant may choose the sketch plan alternative review procedure. The sketch plan alternative is a two-step process.
A. The first step is the submission of a sketch plan using forms provided by the administrator and including the information specified in Appendix B set out at the end of this title. This includes basic information about the short subdivision and does not include a survey. The sketch plan is submitted on paper forms. The sketch plan is then reviewed as provided in Sections 16.16.060 through 16.16.090. The sketch plan shall be approved, disapproved, or returned to the applicant for modification or correction within thirty (30) days unless the applicant consents in writing to an extension of time. If the sketch plan is approved, the applicant shall satisfy any conditions which may be required by the administrator and then proceed to the second step. The approved sketch plan and any attached conditions shall be the basis for approving or denying the short plat submitted in the second step.

B. The second step is the submission of a short plat containing the information required by Appendix A set out at the end of this title and following the formats and on any forms prescribed by the administrator. The administrator shall review the short plat to ensure it conforms with the approved sketch plan and any attached conditions. If the short plat conforms to the sketch plan and any attached conditions, it shall be approved and filed as provided in Section 16.16.120. If not, the short plat shall be denied or returned to the applicant for correction or the satisfaction of any unfulfilled conditions. In any case the short plat shall be approved, denied, or returned to the applicant for modification or correction within one hundred twenty (120) calendar days unless the applicant consents in writing to an extension of time.

Approval of a sketch plan shall remain in force for twelve (12) months after the date of approval unless the administrator grants an extension of time. The applicant may submit written requests for one or more time extensions to the administrator. The applicant may request and the administrator may grant as many time extensions as the administrator finds to be reasonable and appropriate. All time extensions shall be at least six months in length. The short plat shall be submitted to the administrator and any conditions satisfied within the time limits set out in this section. Where the short plat is not submitted, the administrator shall notify the applicant that sketch plan approval has expired and a new application must be filed if reconsideration is desired. Short subdivisions for which sketch plan approval has expired shall comply with the regulations and standards in effect at the time a new application is made and pay all the short subdivision application fees.

(Ord. 333 (part), 2005; Ord. 111 § 5.105, 1983)
(Ord. No. 388, § 2, 6-7-2010)

16.16.060 Administrator’s procedure upon acceptance of application.

A. The administrator shall distribute one copy of the short plat to each of the following:
   1. The county environmental health division;
   2. The public works division;
   3. The state department of transportation when the proposal may affect a state highway;
   4. The appropriate official of a city or town when the land proposed for subdivision is within one mile of the municipal boundaries or contemplates the use of any city or town utilities;
   5. The appropriate fire district;
   6. Any affected provider of water and/or sewer services;
   7. Any other relevant federal, state, or local agencies.

B. The administrator shall set a date for the return of findings and recommendations from each relevant agency. All agency findings and recommendations shall be in writing. If the findings and recommendations are not so returned, then the administrator may make such findings as may be appropriate and reasonable.
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C. The administrator shall notify all adjoining landowners including those across roads from the proposed short subdivision or adjoining land owned by the applicant if adjacent to the proposed plat within thirty (30) days of accepting the application. The notice shall include a legal description of the location of the proposed short subdivision, either a vicinity location sketch or a locational description in non-technical language, a project description, and a date by which written comments must be received for inclusion in the review.

The purpose of notifying adjoining landowners is to obtain any factual information they may have as to the proposed short subdivision's conformance to the criteria in Section 16.16.090(A) and the requirements of this title. In reviewing the comments and information submitted, the administrator shall consider how the submittals relate to other information available, the criteria in Section 16.16.090(A), the requirements of this title, and the potential for adverse impacts on adjoining properties.

(Ord. 111 § 5.106, 1983)
(Ord. No. 388, § 3, 6-7-2010)

16.16.070 Consent to access.

The applicant(s) shall permit free access to the land being divided to all public agencies considering the short subdivision for the period of time extending from the time of application to the time of final action.

(Ord. 111 § 5.107, 1983)

16.16.080 Agency recommendations.

A. Agencies and departments which review the short plat shall recommend to the administrator in writing either:
   1. Their approval of the proposed short subdivision together with conditions imposed, if any;
   2. Their disapproval of the proposed short subdivision and the reasons for disapproval; or
   3. That the agency has no objection or recommendations.

The recommendations together with all pertinent information shall be submitted to the administrator.

B. The environmental health division shall review proposed short subdivisions to ensure conformance with public health and sanitation regulations adopted by the Washington State Department of Social and Health Services, the county, and this title.

C. The public works division shall review proposed short subdivisions to ensure conformance with road and road drainage systems required by this title and any adopted written county standards or policies.

D. Any agency which the applicant proposes to have supply water or furnish sewer service shall review the proposed short subdivision and indicate: (1) whether the requested services will be provided and (2) the conditions, if any, required for such services. No short subdivision shall be given approval which specifies an agency or company will provide water or sewer services unless the provider has agreed in writing to supply the services requested by the applicant.

(Ord. 111 § 5.108, 1983)
(Ord. No. 388, § 4, 6-7-2010)

16.16.090 Administrator's action.

A. The administrator shall base approval, approval with conditions, or denial of the proposed short subdivision upon whether adequate provisions are made for each of the following:
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1. Its conformance to the general purposes of the Grays Harbor County comprehensive plan and applicable provisions of Title 17 and other applicable written laws, standards, specifications, and policies adopted by the county and/or affected agencies with jurisdiction;

2. Whether appropriate provisions are made for: drainage systems, streets, alleys, other public ways, and have approval of the public works division;

3. Whether appropriate provisions are made for water supplies and sanitary wastes and have approval of the environmental health division;

4. The availability and adequacy of those on-site and off-site public facilities necessary to support the proposed development;

5. The physical characteristics of the short subdivision site. Construction of protective improvements may be required as a condition of approval;

6. Whether the short subdivision conforms to the requirements of this title;

7. All other relevant facts to determine whether the public health and safety will be served by the short subdivision;

8. If approval is subject to conditions, the administrator shall notify the applicant in writing that the short plat has been given approval with conditions.

C. If the proposed short plat is found in compliance with this title, the administrator shall notify the applicant in writing that the short plat has been given approval and shall be recorded as provided in Section 16.16.120

D. If the short plat does not comply with the requirements of this title, including each of the criteria in subsection A of this section; the administrator shall notify the applicant in writing that the application has been denied and indicate the reasons for denial.

E. In every decision the administrator shall make written findings of fact and conclusions which support the decision. Each of the criteria in subsection A of this section shall be addressed in the written findings of fact. No short subdivision shall be approved unless the administrator makes a written finding of fact that the proposal is in compliance with the county zoning ordinance and other applicable land use regulations.

(Ord. 111 § 5.109, 1983)

(Ord. No. 388, § 5, 6-7-2010)

16.16.100 Approval with conditions.

If the short plat is approved subject to the satisfaction of conditions and/or the construction of required improvements, the applicant shall have twelve (12) months from the date of approval to comply with the conditions of approval. If the conditions are not satisfied within twelve (12) months, the administrator shall notify the applicant that approval with conditions has expired and a new application must be filed if reconsideration is desired, unless the applicant has requested, in writing and the administrator has approved an extension of a reasonable period of time, which in no case shall be less than six months. The applicant may request and the administrator may grant as many extensions as the administrator finds to be reasonable and appropriate. Short subdivisions for which preliminary approval with conditions has expired shall comply with the regulations and standards in effect at the time that a new application is made and pay the short subdivision application fees.

(Ord. 111 § 5.110, 1983)

16.16.110 Appeal of approval or denial.

Any person aggrieved by the administrator's decision to approve, deny or conditionally approve a proposed short subdivision may appeal the decision to the board of county commissioners within twenty-
one (21) days following the decision. Where the administrator has not complied with a time limit or limits contained in this title, any aggrieved person may appeal to the board to require adherence to the time limit(s). The board, following a public hearing thereon, may affirm or reverse the administrator's decision, or may remand the application to the administrator with instructions to approve the same upon compliance with conditions imposed by the board.

(Ord. 111 § 5.111, 1983)
(Ord. No. 388, § 6, 6-7-2010)

16.16.120 Final approval and recording.

If the applicant complies with all the requirements and conditions of short subdivision approval and all other applicable standards and regulations, then final approval shall be given by the administrator, and written approval shall be inscribed upon the face of the short plat, the short plat shall be signed by the administrator, and a copy sent to the county assessor. If final approval is denied, the applicant may appeal, using the procedures specified in Section 16.16.110.

Any public road or other dedications within the short subdivision requiring board approval shall only be accepted by the board of county commissioners through the adoption of a resolution or other appropriate action.

The action approving a short plat shall become effective if within twenty-one (21) days a declaration of short subdivision has been filed for record with the auditor. No short subdivision which has received final approval shall be filed with the county auditor until the county treasurer has certified that all assessments and delinquent state and local taxes that have been levied have been paid.

(Ord. 111 § 5.112, 1983)
(Ord. No. 388, § 7, 6-7-2010)

16.16.130 Validity of information.

Approval of a short subdivision by the administrator does not constitute verification of the validity of information supplied by the applicants. The accuracy of such information remains the responsibility of the applicant.

(Ord. 111 § 5.113, 1983)

16.16.140 Resubdivision.

Lots created through the short subdivision process shall not be further divided in any manner within a period of five years without filing of a final long plat which shall proceed in full compliance with Chapter 16.20; provided that nothing in this section shall prohibit the exercise of those forms of subdivision otherwise exempt under Section 16.08.040, Exemptions.

(Ord. 111 § 5.114, 1983)
(Ord. No. 388, § 8, 6-7-2010)

Article II
Design and Required Improvements

16.16.150 Lots.
16.16.160 Roads.
16.16.170 Easements.
16.16.180 Drainage.
16.16.150 Lots.

A. Lot area and dimensions shall comply with the minimum standards of the zoning ordinance, the county shorelines management program, and any other official control adopted by the board, and shall conform to the standards and requirements of the environmental health division, and the State Department of Social and Health Services; provided, that in the event of discrepancy the more stringent control shall apply.

B. Lot design and layout shall be appropriate for the use intended and may be modified as warranted by topography or other unique features. Cluster subdivision design is encouraged for land containing critical protection areas.

C. Lot areas larger than the minimum requirements may be required to provide for adequate sanitation, adequate domestic water supplies, adequate drainage to lessen slide hazards, to aid in providing safe access to public roadways, or to accommodate other unique conditions or features which may warrant protection of public health and safety.

(Ord. 111 § 5.201, 1983)
(Ord. No. 388, § 9, 6-7-2010)

16.16.160 Roads.

All short subdivisions shall comply with the applicable requirements of the adopted county road standards.

When existing county right-of-way within or adjacent to a proposed short subdivision is insufficient to meet adopted standards, the dedication of additional right-of-way may be required as a condition of approval.

(Ord. 111 § 5.202, 1983)

16.16.170 Easements.

A. Easements for purpose of ingress and egress, critical area protection, and/or utility or drainage installation and maintenance shall be legally established and be graphically portrayed on the short plat.

B. When required by summary approval, easements for utility installation and maintenance shall conform to the standard width of seven feet along front lot lines, five feet along side lot lines, and ten (10) feet along rear lot lines.
C. Where a short subdivision is traversed by a watercourse, drainage channel, or stream necessary for public health, safety, or upstream drainage provision shall be made for a drainage easement conforming substantially with the alignment of the watercourse and with an adequate width for maintenance and erosion control purposes as set forth in Chapter 18.06. This requirement imposes no maintenance duties on the county and arrangements for maintenance may be required as determined by the administrator.

D. Where the configuration of the land in a short subdivision is such that it is not feasible to dispose of road and lot drainage by means of a natural watercourse and where the volume of run-off anticipated could cause damage if disposed of over neighboring property, suitable easements and necessary drainage works and maintenance arrangements shall be provided over the neighboring property to the satisfaction of the administrator.

E. Landscaping may be required and the minimum lot depth requirement may be increased where a plat is adjacent to a railroad, an arterial road, a commercial or industrial development, tidelands, shorelands, marshes or streamways, or another land use from which separation or screening is deemed advisable to protect public health, safety and welfare. The landscaping shall be approved by the administrator.

(Ord. 111 § 5.203, 1983)
(Ord. No. 388, § 10, 6-7-2010)

16.16.180 Drainage.

The design and installation of any drainage facility required by summary short subdivision approval shall comply with the standards for such facilities contained in the current edition of the State Department of Ecology's "Stormwater Management Manual for Western Washington," and shall be approved by the administrator prior to final approval and filing of the short plat or release of bonds where improvements are bonded under the provisions of Section 16.16.080.

(Ord. 111 § 5.204, 1983)
(Ord. No. 388, § 11, 6-7-2010)

16.16.190 Signs.

Road signs shall be installed in accordance with county standards. Road names shall be approved by the public works division, the local post-master, and any affected fire protection districts. Traffic signs and safety devices shall be provided and installed in accordance with state highway traffic control standards. All private roads shall be identified by a sign with the notation "private road" of the same size as road name signs. The private road signs shall be placed at all intersections and maintained in the same manner as the private road.

(Ord. 111 § 5.205, 1983)
(Ord. No. 388, § 12, 6-7-2010)

16.16.200 Water supply.

A. A potable water supply need not be provided to the lots of a short subdivision where the lots meet the minimum standards of the environmental health division for individual wells and individual septic or sewage disposal. Short plats filed for record shall specifically identify each lot where potable water is not supplied.

B. A community water system shall be provided where short subdivision lots do not meet the environmental health division standards for individual wells and individual sewage disposal. All community water systems must comply with all applicable state statutes, and rules and regulations of
the State Department of Social and Health Services and the environmental health division regarding quantity, quality, source, source protection, distribution and storage methods and facilities, and treatment and testing procedures.

(Ord. 111 § 5.206, 1983)
(Ord. No. 388, § 13, 6-7-2010)

16.16.210 Permanent maintenance of improvements.

Arrangements shall be required for the permanent maintenance of all improvements within or servicing a short subdivision which are not dedicated to and accepted by a public agency. The administrator may require that the maintenance arrangements be recorded with the plat as covenants or notifications. Grays Harbor County shall have no responsibility to maintain any improvements which have not been dedicated to and accepted by the county. The county shall have no responsibility to enforce actual performance of any maintenance arrangements required by this section.

(Ord. 111 § 5.207, 1983)

16.16.220 Required off-site improvements.

Where existing off-site facilities are not adequate to mitigate a direct impact identified as a consequence of a proposed short subdivision and the applicant(s) voluntarily decides to proceed with the short subdivision, those off-site improvements, facilities, or properties reasonably necessary to mitigate the direct impact(s) may be required as a condition of plat approval. All required road improvements shall comply with applicable county road standards.

A. Where the entire facility or improvement is reasonably necessary as a direct impact of the short subdivision, the cost of the facility, improvement or road reconstruction shall be borne by the applicant(s).

B. Where only a portion of the facility or improvement is reasonably necessary as a direct impact of the short plat, the applicant(s) shall be required to bear the proportionate cost.
   1. The administrator may allow the applicant(s) to make a payment in lieu of actual construction or dedication of that portion of the cost of the improvement or facility for which the applicant(s) is liable.
   2. The administrator may require the applicant(s) to construct the facility or improvement and permit the applicant(s) to establish a mechanism enabling the applicant(s) to recover the proportion of the facility or improvement costs attributable to other users when they begin using the facility or improvement where permitted by state law.

C. Where improvements to an improved off-site substandard county road are required and only a portion of the improvements are reasonably necessary as a direct impact of the short plat, the applicant(s) and the county may share the costs of the improvement where reconstruction is necessary and it is found that the road improvements are necessary to provide for the circulation needs of the general public. The county prorata share of the costs of road design, reconstruction, paving, and project administration shall be based on the formula in Appendix G set out at the end of this title. In cases where road improvements are feasible without complete reconstruction, the applicant(s) alone is responsible for the costs, provided that such feasibility is determined by the public works division. The cost sharing provisions shall not apply to any intersections or approaches. The applicant(s) shall be responsible for the full costs of intersections or approaches.

D. If a payment in lieu of an off-site dedication, improvement, or facility is permitted by the administrator, the payment shall be subject to the following provisions:
Title 16 SUBDIVISIONS

1. The payment shall be held in a reserve account and may only be expended to fund the design, construction, and project administration costs of a capital improvement agreed upon by the parties to mitigate the identified, direct impact(s).

2. The payment shall be expended in all cases within five years of collection.

3. Any payment not so expended shall be refunded with interest at the rate applied to judgments to the property owners of record at the time of the refund; however, if the payment is not expended within five years due to delay attributable to the applicant(s) the payment shall be refunded without interest.

(Ord. 111 § 5.208, 1983)
(Ord. No. 388, § 14, 6-7-2010)

16.16.230 Critical protection areas.

The subdivision of land containing critical protection areas shall be subject to the provisions of Chapter 18.06.

(Ord. 111 § 5.209, 1983)
(Ord. No. 388, § 15, 6-7-2010)

16.16.240 Surveys.

A survey shall be submitted with the short plat for short subdivisions creating either three or four lots on which the short plat shall be based. The survey shall conform to state law and standard survey practice. A survey is not required for short subdivisions creating two lots. Where a short plat is not based on a survey, a notification to that effect shall be inscribed on the face of the short plat.

(Ord. 111 § 5.210, 1983)

16.16.250 Monuments.

In any short subdivision where a survey is required, the applicant shall place permanent reference monuments in the short subdivision as required herein and the placement of the monuments shall be approved by the applicant's surveyor.

A. Sufficient permanent monuments shall be set so that the survey of the plat or any part of the survey may be readily retracted.

B. External plat boundary corners shall be monumented using one and one-half inch diameter metal pipe with a twenty-four (24) inch minimum length, filled with concrete or equivalent or better material approved by the public works division and labeled with the surveyor's identification number.

C. All lot corners are to be monumented with a minimum of three-eighths inch rebar or pipe, eighteen (18) inches in length or equivalent or better material approved by the public works division with a surveyor's identification number attached; except that the corners of large lots (lots five acres or larger) need not be monumented.

D. All plat monuments must be accompanied by a guard stake painted or flagged so as to be sufficiently visible; scribing on the stake shall include the lot number or corner it has been placed to represent. Monuments in an improved area shall be driven flush with the ground and those placed in an unimproved area shall be left exposed one to two inches from ground level.

E. All streets to be improved to the standards for a county road shall be monumented as directed by the public works division.
Article III
Inspection and Bonds

16.16.260 Inspection.

The inspection procedure for short subdivisions shall be the same as Section 16.20.320.

(Ord. 111 § 5.30, 1983)

16.16.270 Bonds.

The requirements, authority, and procedures for bonds shall be the same as Sections 16.20.330 through 16.20.370.

(Ord. 111 § 5.40, 1983)

Chapter 16.20 LONG SUBDIVISIONS

Sections:

Article I - Administration and Application

Article II - Design and Required Improvement

Article III - Inspection and Bonds

Article IV - Planned Unit Developments and Cluster Developments

Article I
Administration and Application

16.20.010 Applicability.

16.20.020 Preliminary consultation.

16.20.030 Application for preliminary approval.

16.20.040 Timetable for review of preliminary application.

16.20.050 Administrator's procedure upon acceptance of preliminary applications.

16.20.060 Notice of hearing.
16.20.070 Consent to access.
16.20.080 Agency recommendations.
16.20.090 Public hearing—Planning commission.
16.20.100 Subdivision review criteria.
16.20.110 Planning commission recommendations.
16.20.120 Board of county commissioners action.
16.20.130 Construction phase.
16.20.140 Expiration.
16.20.150 Renewal procedure.
16.20.160 Final plat.

16.20.010 Applicability.

This chapter applies to subdivision of contiguous land into five or more lots, any one of which is less than one one-hundred-twenty-eighth (1/128) of a section or five acres for the purpose of sale, lease, or transfer of ownership. The intent of this chapter is to ensure that such long subdivisions are created with proper regard to the provision of adequate water, sewage, and drainage systems, proper utility and road access, and such subdivisions are in compliance with all applicable laws and regulations, and the adopted written policies, standards, and plans of affected governmental jurisdictions for protection of the general public.

The subdivision of land for sale of lots exclusively for mobile sites, "mobile home subdivision," shall be processed as prescribed by this chapter. Commercial or industrial subdivisions of five or more lots may be reviewed either under this chapter or the site plan procedure in Chapter 16.32.

(Ord. 167 § 4 (part), 1993; Ord. 111 § 6.101, 1983)
(Ord. No. 388, § 17, 6-7-2010)

16.20.020 Preliminary consultation.

Prior to making application for long subdivision approval, prospective applicants are encouraged to discuss the long subdivision review process, long subdivision requirements, and their proposal with the planning division staff. The planning division at this time shall make available all pertinent information as may be on file relating to the general area. It is the purpose of preliminary consultation to eliminate as many potential problems as possible in order for the proposed long subdivision to be processed without delay. The consultation should take place prior to a survey or detailed work by an engineer or surveyor. Discussion topics at this time would include the comprehensive plan, street plans, shorelines program, zoning, the availability of sewer and water, development concepts, other county requirements and permits, and the environmental impact of the long subdivision. If the applicant owns adjacent land, the possibilities of future development shall be discussed.

(Ord. 111 § 6.102, 1983)
16.20.030 Application for preliminary approval.

Application for preliminary long subdivision approval shall be made to the planning division and include the information specified in Appendix C set out at the end of this title along with information sufficient to complete an environmental checklist as required by RCW 43.21C.

Those applications insufficiently prepared to provide a basis for adequate review shall not be accepted by the administrator. Upon request by the applicant, the administrator will provide a written statement listing information requirements upon which rejection of such application is based.

The administrator may require the applicant to submit any additional information or material which the administrator finds is necessary for the proper review of the application.

(Ord. 333 (part), 2005: Ord. 111 § 6.103, 1983)
(Ord. No. 388, § 18, 6-7-2010)

16.20.040 Timetable for review of preliminary application.

Applications for preliminary long subdivision approval shall be approved, disapproved, or returned to the applicant for modification or correction within one hundred twenty (120) calendar days from the date the preliminary plat is received by the administrator unless the applicant consents in writing to an extension of this time period; provided, that if an environmental impact statement is required as provided in RCW 43.21C.03 or its successor, the applicable time period shall not include the time spent preparing and circulating the environmental impact statement by the local government agency.

Unless an applicant for preliminary plat approval requests otherwise, a preliminary plat shall be processed simultaneously with applications for rezones, variances, planned unit developments, site plan approvals, and similar quasi-judicial or administrative actions to the extent that procedural requirements applicable to these actions permit simultaneous processing.


16.20.050 Administrator's procedure upon acceptance of preliminary applications.

A. Upon receiving an application for preliminary subdivision approval the administrator shall set the date, time, and place for the planning commission's public hearing on the proposal and notify the applicant of the hearing.

B. The administrator shall distribute one copy of the preliminary plat to each of the following:

1. The environmental health division;

2. The public works division;

3. The State Department of Transportation when the proposal may affect a state highway or the proposal is within two miles of the boundary of a state or municipal airport. The department shall respond to the administrator within thirty (30) days of such notice as to the effect the proposed subdivision will have on the state highway or a state or municipal airport;

4. The appropriate official of a city or town when the land proposed for subdivision is within one mile of the municipal boundaries or contemplates use of any city or town utilities;

5. The agency administering the State Flood Control Zone when the land proposed for subdivision is within a State Flood Control Zone as provided in RCW 86.16;

6. The appropriate fire district.

7. Any affected provider of water and/or sewer services;

8. The appropriate postmaster;
9. Any other relevant federal, state, or local agencies or individuals.

C. The administrator shall set a date for the return of findings and recommendations from each relevant agency, the date to be at least thirty (30) days from the date of the hearing. If the findings and recommendations are not so returned, then the administrator may make such findings as may be appropriate and reasonable.

(Ord. 111 § 6.105, 1983)
(Ord. No. 388, § 19, 6-7-2010)

16.20.060 Notice of hearing.

Notice of public hearing shall be given as follows:

A. The planning division shall post at least three copies of a notice of the public hearing at least ten (10) days prior to the public hearing, not including the day of posting or the day of the hearing. The notices shall be placed in conspicuous locations on or near the property and shall be removed after the hearing by the applicant. Said notices shall be easily visible.

B. The planning division shall arrange for at least one publication of the notice to appear in a newspaper of general circulation within the county and a newspaper of general circulation in the area where the property for which the preliminary application was filed is located at least ten (10) days before the hearing. Payment of the initial publication fee shall be the responsibility of the county. Costs of additional notices will be the responsibility of the applicant where there is cancellation, postponement, or alteration of the hearing date as a result of action or inaction by the applicant.

C. The planning division shall send a notice of the hearing by mail to all owners of property within three hundred (300) feet of the proposed subdivision or adjoining land owned by the applicant(s) if adjacent to the proposed plat in accordance with the current records of the Grays Harbor County assessor.

D. The planning division shall give additional notice in accordance with RCW 58.17, and as the administrator otherwise deems advisable.

E. All hearing notices shall include a legal description of the proposed subdivision, either a vicinity location sketch or a written description other than legal description, and a project description.

(Ord. 111 § 6.106, 1983)

16.20.070 Consent to access.

The applicant shall permit free access to the land being divided to all public agencies considering the long subdivision for the period of time extending from the time of application for preliminary approval to the time of final action.

(Ord. 111 § 6.107, 1983)

16.20.080 Agency recommendations.

Agencies and departments which review the proposal shall recommend to the planning commission either: (a) their approval of the proposed subdivision together with any conditions imposed; (b) their disapproval and the reason for disapproval; or (c) that they have no objections or recommendations. The recommendations together with all pertinent information shall be submitted to the administrator.

A. The environmental health division shall review proposed long subdivisions to ensure conformance with public health and sanitation requirements adopted by the State Department of Social and Health Services, the county and this title.
B. The public works division shall review proposed long subdivisions to ensure conformance with county road drainage systems standards required by this title, the requirements for off-site improvements contained in Section 16.20.100, and any adopted, written county standards or policies.

C. Any agency which the applicant proposes to have supply water or furnish sewer services shall review the preliminary plat and indicate: (1) whether the requested services will be provided; and (2) the conditions, if any, required for such services. No preliminary plat shall be approved which specifies that an agency or company will provide water or sewer service unless the provider has agreed in writing to supply the services requested by the applicant.

Pursuant to the requirements of RCW 58.17.150 any agency or person required to make a recommendation by subsections A through C of this section shall not modify the terms of the recommendations made in the board's approval of the preliminary plat without the consent of the applicant when reviewing a request for final plat approval.

(Ord. 111 § 6.108, 1983)
(Ord. No. 388, § 20, 6-7-2010)

16.20.090 Public hearing—Planning commission.

The planning commission shall conduct a hearing on the proposed preliminary long subdivision. The hearing shall be open to the public and all persons shall have the right to testify and/or be represented by counsel. The planning commission shall review the recommendations of the county health, public works, and planning divisions, and other appropriate agencies, and shall present and review all other pertinent information in its possession and shall provide an opportunity for all interested persons to speak and submit exhibits. An accurate record of the public hearing shall be kept by the planning commission which shall be made available for public inspection.

(Ord. 111 § 6.109, 1983)

16.20.100 Subdivision review criteria.

The planning commission and board of county commissioners shall review each subdivision to assure compliance with the following criteria:

A. To ensure the proposed subdivision conforms to the general purposes of this title, the county comprehensive plan, the county comprehensive zoning ordinance, the shorelines management program and the adopted, written goals, policies, standards, specifications, requirements, and other appropriate ordinances, laws, and regulations of the county or other agencies with jurisdiction;

B. To inquire into the public use and interest proposed to be served by the establishment of the subdivision and/or dedication, and determine if appropriate provisions are made for, but not limited to, the following:

1. Prevention of Overcrowding. Consideration should be given to the physical characteristics of the land in relation to the number of persons, buildings or sites proposed to be located thereon, and also the availability of public facilities such as water, sewers, fire protection, streets, schools, parks, etc., if not adequately provided for within the subdivision. Unless limiting physical characteristics, public facility deficiencies, or other limiting factors are present, compliance with minimum lot size and density requirements of the zoning ordinance, other applicable land use regulations and county environmental health division regulations should satisfy this criterion.

2. Adequate Traffic Circulation of the Streets and Highways. Proposed streets should be aligned or built in such a way as to best facilitate the movement of traffic and reduce the possibility of accidents. Consideration may be given to alignment of intersections, width
and surfacing of streets, proper curbs, sidewalks, or paths, the radii of curves and sight
vision at intersections and hills, and the adequacy of private easements. Unless limiting
factors or unique conditions are present, compliance with Chapter 12.02 should satisfy the
construction based elements of this criterion.

3. Proper Arrangement and Provision of Ways for Pedestrians and Bicycles. Easements and
pathways should conform to existing layout of ways and streets and also to adopted plans
for such. Adequate provisions for pathways connecting open spaces, parts of a subdivision
and surrounding areas and to ensure safety should be considered.

4. Adequate Drainage Systems. The plat should have adequate drainage systems to
accommodate the stormwater runoff from the subdivision and existing and potential
upstream drainage through the property. Lots should be laid out so as to provide positive
drainage away from all buildings and individual lot drainage should be coordinated with the
subdivision drainage system. Adequate provisions should be made to carry any unretained
stormwater runoff downstream without adversely impacting downstream properties or
degrading the quality of receiving waters. On-site drainage systems shall be designed and
constructed consistent with the current edition of the State Department of Ecology's
"Stormwater Management Manual for Western Washington."

C. To consider the physical characteristics of the proposed subdivision site and the environmental
impacts of the subdivision, the planning commission may recommend disapproval or
modification because of flood, inundation or swamp conditions, or because the subdivision may
have unacceptable adverse environmental impacts as may be revealed in the environmental
analysis completed pursuant to RCW 43.21C. The planning commission or board of
commissioners may recommend the construction of protective improvements as a condition of
approval, with such improvements to be noted on the final plat;

D. To determine whether those off-site public facilities and services necessary to support the
proposed subdivision are available and adequate. For example, the roads serving the
development should be adequate to accommodate increases in traffic resulting from the
development and downstream drainage channels should be adequate to accommodate the
subdivision's stormwater runoff;

E. To ensure implementation of state and county policies calling for expeditious review and
approval of proposed long subdivisions which conform to subdivision and zoning standards, and
county plans and policies. And to implement county policy to adequately provide for the
residential, commercial and industrial needs of the citizens of the county in suitable areas.

Inadequate provisions for any of the above mentioned criteria and/or significant adverse impacts
shall be grounds for a recommendation for denial or the conditioning of a recommendation of approval
upon the subdivision making adequate provisions thereto.

Every decision or recommendation made shall be in writing and shall include written findings of fact
and conclusions to support the decision or recommendations and findings for each criterion considered in
the review of the preliminary plat.

(Ord. 111 § 6.110, 1983)
(Ord. No. 388, § 21, 6-7-2010)

16.20.110 Planning commission recommendations.

Within thirty (30) days after the hearing, the planning commission shall submit its written
recommendations and findings to the board of county commissioners together with all pertinent
information available.

(Ord. 111 § 6.111, 1983)
(Ord. No. 388, § 22, 6-7-2010)
16.20.120 Board of county commissioners action.

A. Upon receipt of the recommendation and information on any preliminary plat, the board at its next public meeting shall set a date for the meeting where it may adopt or reject the recommendations of the planning commission. If after considering the matter at a public meeting the board deems a change in the planning commission's recommendations approving or disapproving any preliminary plat necessary, the change of the recommendation shall not be made until the board has conducted its own public hearing and thereupon adopted its own findings and thereafter approved or disapproved the preliminary plat.

B. The secretary of the board shall keep records of the public meetings and public hearings set and held by the board which shall be made available for public inspection.

C. The board shall inquire into the public use and interest proposed to be served by the establishment of the long subdivision and dedication. The board shall determine if appropriate provisions are made for, but not limited to, the public health, safety, and general welfare, for open spaces, drainage systems, streets, alleys, other public ways, water supplies, energy conservation, sanitary wastes, parks, playgrounds, sites for schools and schoolgrounds, and shall consider whether the proposed long subdivision is compatible with the established development patterns of the area, and all other relevant facts and determine whether the public interest will be served by the subdivision and dedication. In evaluating the subdivision the board shall use the criteria in Section 16.20.100. If the board finds that the proposed long plat makes such appropriate provisions and that public use and interest will be served by the platting of such long subdivision, then it shall be approved. If the board finds that the proposed long plat does not make such appropriate provisions or that public use and interest will not be served, then the board may disapprove the proposed subdivision.

Every decision approving or disapproving a preliminary plat shall be made in writing and shall include written findings of fact and conclusions to support the decision. No plat may be approved unless the board makes a formal written finding of fact that the proposed long subdivision is in conformity with Title 17 and all other applicable land use controls.

D. The planning division shall notify the applicant of the board's action by mailing a notice to the applicant within thirty (30) days of the decision. Such notification shall specify any conditions imposed, or in the event of denial, the reasons the proposed long subdivision was disapproved.

E. The board's approval of the preliminary plat and supporting submissions shall furnish a firm basis upon which the applicant may proceed with development of the long subdivision and preparation of the final plat in compliance with these regulations and in accordance with any conditions of approval imposed by the board.

(Ord. 111 § 6.112, 1983)
(Ord. No. 388, § 23, 6-7-2010)

16.20.130 Construction phase.

Before a final plat is approved the applicant shall either install the required improvements and repair any existing streets and other public facilities damaged in the development of the subdivision, or post a performance bond guaranteeing installation of the required improvement as provided in Section 16.20.330.

Upon receipt of preliminary approval, the subdivision applicant may proceed with detailed engineering plans for construction of roads, bridges, utilities, drainage works, and other required improvements. After submitting such plans to the departments and agencies having jurisdiction and receiving all necessary permits and approvals, the subdivision applicant may proceed with construction, provided arrangements are made for inspections by the public works division and by other departments and agencies having jurisdiction.
After completion of the required improvements, original mylar construction plans and profiles certified "as built" by the designing professional engineer shall be submitted to the public works division.

(Ord. 111 § 6.113, 1983)

(Ord. No. 388, § 24, 6-7-2010)

16.20.140 Expiration.

Approval of a preliminary plat shall expire unless the final plat is submitted in proper form for final approval within five years. An applicant who filed a written request with the board of county commissioners at least thirty (30) days before the expiration of this five-year period shall be granted a one-year extension upon a showing that the applicant has attempted in good faith to submit the final plat within the five-year period. When an extension has been granted, preliminary approval shall not expire until the extension has expired.


16.20.150 Renewal procedure.

A plat for which preliminary approval has expired shall be submitted for reconsideration in the same manner as a new application, provided the required fees shall be reduced by fifty (50) percent and further provided, that such plats shall conform with regulations and standards in effect at the time of reapplication.

(Ord. 111 § 6.115, 1983)

16.20.160 Final plat.

A. The final plat and supporting information shall be prepared in accordance with Appendix D set out at the end of this title and shall be submitted to the administrator together with any other information necessary to adequately review the final plat and a title insurance policy confirming the title of the land and the proposed subdivision is vested in the name of the owners whose signatures appear on the plat and all dedications are free and clear of any and all liens and encumbrances. The title report shall have been completed not more than thirty (30) days prior to the date the final plat is submitted.

B. Final long plats shall be approved, disapproved, or returned to the applicant within thirty (30) days from the date the final long plat was received by the administrator unless the applicant consents in writing to an extension of this time period. If the final long plat is returned the reasons shall be stated in writing.

C. The administrator shall circulate the final plat to the public works division and the environmental health division or other agency furnishing sewage disposal and/or supplying water for their individual approval in accordance with all the terms of the preliminary plat approval and the requirements of this and other applicable laws and/or ordinances. The planning division shall provide a copy of the plat to the county assessor who shall segregate the assessed valuation of the property being platted and furnish the same to the county treasurer for segregation of taxes.

D. The planning division shall check the final plat and supporting data for compliance with the terms of the preliminary plat approval and shall prepare a written recommendation for the board of county commissioners.

E. The environmental health division and the public works division shall promptly notify the administrator of any obstacles or problems which prevent or delay approval of the plat, and the administrator shall thereupon notify the applicant.
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F. After review of the final plat and other submittals and, if satisfactory, approval by the public works division, the county engineer shall certify on the plat that the subdivider has complied with one of the following:

1. All improvements have been installed in accordance with the requirements of this title and with the requirements of the board of county commissioners in granting preliminary approval of the plat and that original reproducible mylar road, utility, and drainage construction plans certified by the designing professional engineer as being “as built” have been submitted for county records; and/or

2. An agreement and bond have been executed as provided in Section 16.20.330 to ensure completion of required improvements and construction plans.

If the county engineer determines the final plat does not conform to the requirements of preliminary plat approval or the applicable subdivision requirements, the county engineer shall include that finding in his/her recommendation to the board and need not sign the final plat unless the board approves the final plat.

G. After review by the environmental health division, the public works division and the planning and building division, the taxes and delinquent assessments for which the property is liable shall be paid to the county treasurer. The plat shall then be presented to the board for final approval. If the board finds that the long subdivision proposed for final plat approval conforms to all terms of preliminary plat approval, and that the subdivision meets the requirements of RCW 58.17, other applicable state laws, and the county subdivision ordinance in effect at the time the preliminary plat was approved it shall suitably inscribe and execute its written approval on the face of the plat. The board's decision shall be in writing and include findings of fact and conclusions to support the decision. No final plat shall be approved unless a written finding of fact stating that the long subdivision is in conformance with the county zoning ordinance and other applicable land use regulations is included with the findings supporting the decision. If the county engineer did not sign the final plat and the board determines the final plat to be in compliance, the board shall return the plat to the county engineer for signing.

H. The original signed and approved final plat together with any certificates of dedications, restrictions, covenants, agreements, and similar documents shall be filed for record with the county auditor together with the filing fee. One reproducible copy shall be furnished to the county assessor and one reproducible copy shall be furnished to the public works division.

I. Approval of the final plat constitutes acceptance of the dedications provided within the subdivision except those improvements to be dedicated to the public and which have been approved by the court to be constructed under a bonding agreement. The dedication of those improvements shall be accepted by the county by a separate resolution after they have been constructed to county standards and prior to full release of the bonds.

J. Any lots in a final plat filed for record shall be a valid land use notwithstanding any change in zoning laws for a period of five years from the date of filing. A subdivision shall be governed by the terms of approval of the final plat, and the statutes, ordinances, and regulations in effect at the time the long plat was given preliminary approval for a period of five years after final plat approval unless the board of county commissioners finds that a change in conditions creates a serious threat to the public health or safety in the subdivision.

(Ord. 111 § 6.116, 1983)
(Ord. No. 388, § 25, 6-7-2010)

Article II
Design and Required Improvement

16.20.170 Lot and block design.
16.20.180 Roads.
16.20.190 Bridges.
16.20.200 Road signs and names.
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16.20.270 Postal mail boxes.
16.20.280 Permanent maintenance of improvements.
16.20.290 Critical protection areas.
16.20.300 Surveys.
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16.20.170 Lot and block design.

A. Lots.
   1. The lot design shall, to the extent possible, provide for lots of adequate area, width, depth and shape to provide for open area, to eliminate overcrowding, to conserve significant environmental values or to avoid environmental hazards, and be appropriate for the type of development contemplated.
   2. Residential densities and lot dimensions shall comply with the minimum standards of the comprehensive plan, zoning ordinance, shorelines management regulations (if applicable), and the State Department of Social and Health Services' minimum lot size requirements. The setbacks may be varied where appropriate to provide for solar access.
   3. All lots shall have safe, convenient street or road access and shall front on a street or road.
   4. Creativity in lot layout and configuration is encouraged. Cluster subdivision design is encouraged for property containing critical protection areas.
   5. Lots shall not, in general, derive access exclusively from a major or minor collector arterial. Where driveway access from a major or minor collector arterial may be necessary for several adjoining lots, the public works division and/or the planning commission may require that such lots be served by a combined access drive in order to limit possible traffic hazards on such streets. Where possible, driveways should be designed and arranged so as to avoid requiring vehicles to back into traffic on major or minor collector arterials. The public works division may vary this requirement where necessary to provide for efficient access.
   6. Double frontage and reversed frontage lots shall be avoided except where necessary to provide for separation of residential development from collector arterials or to overcome specific disadvantages of topography and orientation.
   7. If the proposed long subdivision is located in an area that is a designated urban service area of a city or town or is planned for urban use by the county comprehensive plan, the subdivision shall be platted and lots designed so that future resubdivision to urban densities may be accomplished in an efficient and orderly manner. Building should be encouraged on sites which will occupy lots at the final density. Access to future urban services such as water and sewer services, shall be insured by providing for appropriate easements in the subdivision design.
8. In the case of subdivisions with lot sizes greater than the minimum permitted in the zone in which the subdivision occurs, the subdivision design and lot layout shall insure efficient and orderly resubdivision.

B. Blocks.

1. Block dimensions shall reflect due regard for convenient access, public safety, the limitations and opportunities of topography, economics of land use, and drainage system and road maintenance, and the provision of suitable sites for the intended land uses.

2. Block design shall normally provide for vehicular circulation at not more than one-fourth mile intervals and pedestrian circulation at one-eighth mile intervals.

(Ord. 111 § 6.201, 1983)

(Ord. No. 388, § 26, 6-7-2010)

16.20.180 Roads.

All long subdivisions shall comply with the applicable requirements of the adopted county road standards.

When the existing county right-of-way within or adjacent to a proposed long subdivision is insufficient to meet adopted standards, the dedication of additional right-of-way may be required as a condition of approval.

(Ord. 111 § 6.202, 1983)

16.20.190 Bridges.

The design and construction of any bridge in a subdivision shall be in accordance with American Association of State Highway Officials (AASHO) standards and any applicable county standards.

(Ord. 111 § 6.203, 1983)

16.20.200 Road signs and names.

Road signs shall be installed in accordance with requirements of Chapter 12.02 as directed by the public works division. Traffic signs and safety devices shall be provided and installed by the developer in accordance with State Highway Department traffic control standards as approved by the public works director. Road names shall not duplicate nor when spoken sound similar to other names of roads in the county and shall be approved by the public works division, affected fire districts, and the affected postmaster. Private road signs shall be placed at all private road intersections and maintained in the same manner as the private road.

(Ord. 111 § 6.204, 1983)

(Ord. No. 388, § 27, 6-7-2010; Ord. No. 399, § 1, 12-12-2011)

16.20.210 Drainage and storm waters.

Subdivisions shall make adequate provisions for storm water or flood water runoff to prevent erosion, flooding, sedimentation and flooding of ditches or streams, destruction of natural drainage channels, flooding of adjacent and downstream properties and other public hazards. The provisions apply to both the construction and fully developed phases of the subdivision.

A. General Requirements. Drainage facilities adequate to prevent erosion, flooding or hazards to the use of the roads, lots, or property, or facilities within the plat and to adjacent and
downstream private or public property shall be installed according to a drainage plan. Natural drainage ways shall be utilized wherever feasible, be protected from roadway surface water runoff, and should not be altered unless the drainage plan shows that alternative drainage facilities are needed and provided. Lots shall be laid out so as to provide positive drainage away from all buildings and individual lot drainage shall be coordinated with the subdivision drainage system. The design and installation of any drainage facility required by summary short subdivision approval shall be in accordance with the standards for such facilities in the current edition of the State Department of Ecology's "Stormwater Management Manual for Western Washington".

B. Drainage Plan. Except as provided in subsection E of this section, all persons applying for preliminary subdivision approval shall provide a drainage plan for surface and pertinent subsurface water flows entering, flowing within, and leaving the subject property. The drainage plan shall provide information described in Appendix E of this title and be approved by the public works division.

C. Drainage System. The storm water drainage system shall be separate and independent of any sanitary sewer system. The drainage system and facilities shall conform to standards contained in Appendix F of this title and be approved by the public works division.

D. Drainage Easements.

1. When a subdivision is traversed by a watercourse, drainage channel, or stream necessary for upstream or intersubdivision drainage, provision shall be made for a drainage easement conforming substantially with alignment of the watercourse and of an adequate width for maintenance and erosion control purposes as set forth in Chapter 18.06. This requirement shall not entail any responsibilities for watercourse maintenance on the part of the county and arrangements for maintenance may be required to the satisfaction of the public works division.

2. Where the configuration of the land to the subdivision is such that it is not feasible to dispose of road and lot drainage by means of a natural watercourse and where the volume of runoff anticipated could cause damage if disposed of over neighboring property, suitable easements and necessary drainage works and maintenance arrangements shall be provided over the neighboring property to the satisfaction of the public works division.

E. Requirements Reduced or Modified. Drainage plans and system requirements may be reduced or modified if in the opinion of the public works director such reduction or modification is necessary or appropriate to carry out the purposes and intent of this section. For subdivisions with a maximum density permitted by the zoning district within which the land is located of less than one unit per acre or a zoning minimum lot size greater than one acre and the applicant can demonstrate to the satisfaction of the public works division and administrator that: (1) peak storm water discharge from the site during the design storm will not be significantly increased; (2) existing drainage ways will be protected and placed within easements; and (3) no properties will be impacted by storm water runoff during the design storm, then a drainage plan will not be required and only those drainage facilities necessary to accommodate runoff from roads and runoff flowing through the property will be required.

(Ord. 111 § 6.205, 1983)
(Ord. No. 388, § 28, 6-7-2010)

16.20.220 Water supply.

A. A community water system may be required when groundwater availability is limited or other factors exist that reduce the practicality of individual wells. No long subdivision shall be approved if the long subdivision would negatively impact the water supply of adjacent water users. Where a water system is required, it shall conform to the rules and regulations of the State Department of Social and Health
Services and the environmental health division with respect to source, source protection, facilities for withdrawal, treatment, storage, transmission, and distribution.

B. A year-round water supply capable of supplying firefighting machinery in an emergency shall be provided in all long subdivisions in which a community water system will be provided. The water supply shall be reviewed and, if acceptable, approved by the county fire marshal in accordance with Chapter 13.04 and be reviewed with a recommendation forwarded to the fire marshal by the fire district or department in which the proposed subdivision is to be located. Where the water system which serves the proposed subdivision requires their installation, fire hydrants shall be required as a condition of plat approval. Fire hydrants shall be located as required by Chapter 13.04. To eliminate future street openings, all underground utilities for fire hydrants, together with the fire hydrants themselves and all other water supply improvements shall be installed before any final surfacing of a street shown on the long subdivision plat.

(Ord. No. 388, § 29, 6-7-2010)

16.20.230 Sewage disposal.

A. Installation of sewage disposal systems within long subdivisions shall be in compliance with regulations and standards of the State Department of Social and Health Services, the State Department of Ecology, and the county environmental health division.

B. If a public sanitary sewer is accessible and a sanitary sewer is placed within two hundred (200) feet of the long subdivision, the subdivision shall be required to connect to the sewer for the purpose of disposing of waste.

(Ord. 111 § 6.207, 1983)
(Ord. No. 388, § 30, 6-7-2010)

16.20.240 Utility services.

Unless specifically waived, all utilities shall be installed underground.

(Ord. 111 § 6.208, 1983)

16.20.250 Easements.

A. When required for final plat approval, easements for utility installation and maintenance shall conform to the standard width of seven feet along front lot lines, five feet along side lot lines, and ten (10) feet along rear lot lines. Such easements may be made either by a separate recorded easement, declaration of easements or dedication of easements, and by geographic portrayal on the final plat.

B. Landscaping should be required and the minimum lot depth requirement may be increased when a plat is adjacent to a railroad, highway, freeway, or arterial road, a commercial or industrial development, tidelands, shorelands, marshes or streamways, or another land use from which separation or screening is deemed advisable.

(Ord. 111 § 6.209, 1983)
(Ord. No. 388, § 31, 6-7-2010)
16.20.260 Required off-site improvements.

Where existing off-site facilities are not adequate to mitigate a direct impact identified as a consequence of a proposed long subdivision and the applicant(s) voluntarily decides to proceed with the subdivision, those off-site improvements, facilities, or properties reasonably necessary to mitigate the direct impact(s) may be required as a condition of plat approval. Required road improvements shall be completed in accordance with applicable county road standards.

A. Where the entire facility or improvement is reasonably necessary as a direct impact of the long subdivision the cost of the facility, improvement or road reconstruction shall be borne by the applicant(s).

B. Where only a portion of the facility or improvement is reasonably necessary as a direct impact of the long subdivision, the applicant(s) shall be required to bear the proportionate cost.
   1. The board may allow the applicant(s) to make a payment in lieu of actual construction or dedication of that portion of the cost of the improvement or facility for which the applicant(s) is liable.
   2. The board may require the applicant(s) to construct the facility or improvement and permit the applicant(s) to establish a mechanism enabling the applicant(s) to recover the proportion of the facility or improvement costs attributable to other users when they begin using the facility or improvement where permitted by state law.

C. Where improvements to an improved off-site substandard county road are required and only a portion of the improvements are reasonably necessary as a direct impact of the long plat, the applicant(s) and the county may share the costs of the improvement where reconstruction is necessary and it is found that the road improvements are necessary to provide for the circulation needs of the general public. The county's proportionate share of the costs of road design, reconstruction, paving, and project administration shall be based on the formula in Appendix H of this title. In cases where road improvements are feasible without complete reconstruction the applicant(s) alone would be responsible for the costs. The public works division shall determine feasibility. The cost sharing provisions shall not apply to any intersections or approaches. The applicant(s) shall be responsible for the full costs of intersections or approaches.

D. If payment in lieu of an off-site dedication, improvement, or facility is permitted, the payment shall be subject to the following provisions:
   1. The payment shall be held in a reserve account and may only be expended to fund the design, construction, and project administration costs of a capital improvement agreed upon by the parties to mitigate the identified, direct impact(s).
   2. The payment shall be expended in all cases within five years of collection.
   3. Any payment not so expended shall be refunded with interest at the rate applied to judgments to the property owners of record at the time of the refund; however, if the payment is not expended within five years due to delay attributable to the applicant(s) the payment shall be refunded without interest.

(Ord. 111 § 6.210, 1983)
(Ord. No. 388, § 32, 6-7-2010)

16.20.270 Postal mail boxes.

Mail boxes shall be established as required by the local postmaster. The public works department shall review proposed common mail box installations to assure their design will minimize congestion and hazards to traffic and may, if necessary, require the installation be served by a pullout lane, be accessible to adequate parking, and/or be adequately illuminated.
16.20.280 Permanent maintenance of improvements.

Arrangements shall be required for permanent maintenance of all improvements within or serving a subdivision which are not dedicated to and accepted by a public agency. The administrator and public works division shall review and, if satisfactory, approve the arrangements. The administrator may require that the maintenance arrangements be recorded with the plat as covenants or notifications. The county has no responsibility to maintain any improvements which have not been dedicated to and accepted by the county. The county has no responsibility to enforce actual performance of any maintenance arrangements required by this title.

(Ord. 111 § 6.211, 1983)
(Ord. No. 388, § 33, 6-7-2010)

16.20.290 Critical protection areas.

The subdivision of land containing critical protection areas shall be subject to the provisions of Chapter 18.06.

(Ord. 111 § 6.213, 1983)
(Ord. No. 388, § 34, 6-7-2010)

16.20.300 Surveys.

The survey and every final long plat shall be made by, or under the supervision of, a land surveyor. The survey shall conform to standard practices and principles for land surveying, state law, and state regulations.

(Ord. 111 § 6.214, 1983)

16.20.310 Monuments.

The applicant shall place permanent reference monuments in the subdivision as required herein and the placement of the monuments shall be approved and certified by the applicant's surveyor.

A. Sufficient permanent monuments shall be set so that the survey of the plat or any of the survey may be readily retraced.

B. The external boundary and corners of the plat shall be monumented using one and one-half inch diameter metal pipe with a twenty-four (24) inch minimum length, filled with concrete and labeled with the surveyor's identification number or equivalent or better material approved by the public works division. Monuments shall be placed at a maximum of one thousand (1,000) foot intervals.

C. All lot corners are to be monumented with a minimum of three-eighths inch rebar or pipe, eighteen (18) inches in length or equivalent or better material approved by the public works division with the surveyor's identification number affixed.

D. All plat monuments are to be accompanied by a guard stake to be painted and/or flagged to be sufficiently visible and scribing on the stake shall include the lot number or corner it has been placed to represent. Monuments in an improved area shall be installed flush with the ground. Those placed in an unimproved area shall be left exposing one to two inches from the ground level.

E. All roads shall be monumented as directed by the public works division.
Article III
Inspection and Bonds

16.20.320 Inspection.

Required improvements shall be inspected to the satisfaction of the public works division, the planning and building division, the environmental health division, or whichever is responsible. Inspections shall be requested by the subdivider at such stages as may be indicated by the appropriate department. The cost of all inspections, plan checking, testing, sampling, and other work incidental to approval of the required improvements shall be charged to the subdivider and paid before final approval of the subdivision or release of the bonds. The public works division may arrange for utility inspections to be conducted by properly qualified consultants and may charge the subdivider for the cost of such inspections. No bridge, water system, or sewer system shall be accepted by the county unless the design and construction thereof shall have been certified by a civil engineer licensed by the state in accordance with all applicable state and local requirements.

(Ord. 111 § 6.215, 1983)
(Ord. No. 388, § 36, 6-7-2010)

16.20.330 Performance bonds.

As an alternative to complete installation of required improvements before final plat approval, the subdivider may elect to post a performance bond guaranteeing completion of the work within a stated period not to exceed one year. The bond may be for part or all of the improvements except for the improvements specifically excluded from bonding by this subsection.

Any such bond shall be in an amount acceptable to the administrator and public works division, and in a form acceptable to the county prosecuting attorney, and in an amount not less than one hundred (100) percent of the estimate of the public works division and other appropriate departments of the costs of completing the required improvements, required inspections, and repairs to be bonded, including related engineering and incidental expenses, inspections, the costs of administering the construction of improvements, the costs of calling on the surety, final survey monumentation, and certified original reproducible “as built” improvement plans. Separate bonds may be required by the county for each required improvement to be bonded. No bonds shall be accepted for road construction other than for ballasting, paving, and road drainage. No bond shall be accepted for water supply development other than for water distribution facilities.

Performance bonds are intended to protect the public and purchasers of the property being developed by providing guarantees that required improvements will be installed and shall not be used for or in any way tied to payments to contractors or subcontractors.

A maintenance bond securing to the county the successful operation for one year of any required improvements shall be required by the board as a condition of accepting the final plat. Any such maintenance bond shall be in an amount acceptable to the public works division and a form acceptable to the county prosecuting attorney.

The bonds shall be used to make any repairs or changes necessary to correct any defects, poor workmanship, or operational problems discovered within one year from the date the dedication of the improvements was accepted, if the corrections are not made by the developer. The developer shall be liable for the costs of correcting any defects which exceed the value of the bond during the first year after the improvements are dedicated.

16.20.350 Certificate of satisfactory completion.

The county will not accept dedication of required improvements, nor release or reduce a performance bond until the public works director finds that all required improvements for which the bond or portion of the bond is pledged to assure completion has been satisfactorily completed and until the applicant has submitted to the public works director original reproducible road, utility, and drainage plans certified by the designing engineer as being "as built" and indicating location, dimensions, materials, and other information required by the board or public works division, that the layout of the lines and grade of all public improvements is in accordance with construction plans for the subdivision and that a title insurance policy has been furnished to and approved by the county prosecutor indicating that the improvements are free and clear of any and all liens and encumbrances. Upon such approval and recommendation, the county shall thereafter accept the improvements for dedication in accordance with established procedure.


A performance bond shall be reduced upon actual dedication of public improvements, and then only to the ratio that the public improvement dedicated bears to the total public improvements for the plat.

16.20.370 Bond administration.

The public works division shall monitor the construction of bonded improvements and the performance of improvements secured by maintenance bonds. If the developer fails to carry out or violates the bond agreement, the public works division, after consultation with the prosecuting attorney and the administrator, shall request the board to declare the developer in default and to instruct county staff to obtain the funds available from the surety to construct the bonded improvements and to reimburse the county for any expenses incurred thereby. A developer shall be in default if he or she has: violated the bonding agreement and/or failed to complete the required improvements (including any monumenting and submitting "as built" plans) in compliance with this title, adopted county standards and approved
specifications and plans during the time periods set out in the bonding agreement and this section or if the developer fails to correct defects in improvements during the year after county acceptance. The administrator or other affected county agency may petition the board to declare the developer in default if he or she has failed to carry out the agreement during the specified time period.

If the amount of the surety exceeds the cost and expense incurred by construction of the improvements and by the county, the remainder shall be released. If the amount of the bond or cash deposit is less than the cost and expense incurred, the developer shall be liable to the county for the difference.

(Ord. 111 § 6.405, 1983)
(Ord. No. 388, § 40, 6-7-2010)

Article IV
Planned Unit Developments and Cluster Developments
16.20.380 Variance.

16.20.380 Variance.

The planning commission and/or the board of county commissioners may vary the standards contained in this title for planned unit developments reviewed or approved under the planned unit development procedure in Title 17 and cluster developments reviewed or approved under applicable provisions of Title 17 provided that such development is built to equivalent standards which fulfill the purposes of this title.

(Ord. 111 § 6.50, 1983)
(Ord. No. 388, § 41, 6-7-2010)

Chapter 16.24 MOBILE HOME PARKS
Sections:

Article I - Administration

Article II - Design and Required Improvements

Article III - Inspection and Bonds

Article I
Administration
16.24.010 Applicability.
16.24.030 Site plan application.
16.24.040 Timetable for review of application.
16.24.050 Administrator's procedure upon acceptance of application.
16.24.010 Applicability.

This chapter applies to land developed under the ownership or management of one person, firm or corporation for the purpose of locating two or more mobile homes for dwelling or sleeping purposes.

Compliance with the standards established herein and approval of a site plan precludes the necessity to plat within any mobile home park; provided that said park remains completely under single ownership. Any subdivision for sale of land for mobile home sites shall be processed in accordance with Chapter 16.16 or 16.20 as applicable.

It is intended that, to the extent possible, this review be processed simultaneously with any applications for conditional use permits or rezones that may be required.

(Ord. 111 § 7.101, 1983)
(Ord. No. 389, § 1, 6-7-2010)


Prior to making application for mobile home park site plan approval, prospective applicants are encouraged to discuss the site plan review process, mobile home park requirements, and their proposal with the planning division staff. The planning division at this time shall make available all pertinent information as may be on file relating to the general area. It is the purpose of preliminary consultation to eliminate as many potential problems as possible in order for the proposed site plan to be processed without delay. The consultation should take place prior to a survey or detailed work by an engineer or surveyor. Discussion topics at this time would include the comprehensive plan, street plan, shorelines program, zoning, the availability of sewer and water, development concepts, other county requirements and permits, and the environmental impact of the mobile home park. If the applicant owns adjacent land, the possibilities of future development shall be discussed. There is no fee for preapplication consultation which includes design and administrative assistance; however, this free service shall not include extensive field inspection or extensive correspondence.

(Ord. 111 § 7.102, 1983)
16.24.030 Site plan application.

Application for a mobile home park site plan approval shall be made to the planning division and include the information specified in Appendix I to this title along with information sufficient to complete an environmental checklist as required under SEPA. The applicant shall submit two copies of the proposed site plan and other required materials at time of filing application.

Those applications which upon inspection are insufficiently prepared to provide a basis for adequate review shall not be accepted by the administrator. A written statement citing the information requirements upon which non-acceptance is based shall be supplied by the administrator when so requested by the applicant.

The administrator may require the applicant to submit any additional information or material which the administrator finds is necessary for the proper review of the application.

(Ord. 111 § 7.104, 1983)
(Ord. No. 389, § 2, 6-7-2010)

16.24.040 Timetable for review of application.

A mobile home park site plan application shall be approved, disapproved, or returned to the applicant for modification or correction within one hundred twenty (120) days of the date it was received by the administrator; provided, that if an environmental impact statement is required as provided in RCW 43.21C.030, such period shall not include the time spent preparing and circulating the environmental impact statement by the county or other lead agency under Section 18.04.050.

(Ord. 111 § 7.104, 1983)
(Ord. No. 389, § 3, 6-7-2010)

16.24.050 Administrator's procedure upon acceptance of application.

A. Upon acceptance of an application for site plan approval the administrator shall set the date, time, and place for the board of adjustment's public hearing on the proposal and notify the applicant of the hearing.

B. The administrator shall distribute one copy of the application to each of the following:
   1. Environmental health division;
   2. Public works division;
   3. State Department of Transportation when the proposal may affect a state highway;
   4. The appropriate official of a city or town when the land for which application has been made is within one mile of the municipal boundaries or contemplates the use of any city or town utilities;
   5. The agency administering the State Flood Control Zone when the land proposed for development is within a State Flood Control Zone as provided in RCW 86.16;
   6. The appropriate fire district;
   7. Any affected provider of water and/or sewer services;
   8. The appropriate postmaster;
   9. Any other relevant federal, state, or local agencies;

C. The administrator shall set a date for the return of written findings and recommendations for each relevant agency, the date to be at least thirty (30) days from the date of the hearing. If the findings
and recommendations are not so returned, then the administrator may make such findings as may be appropriate and reasonable.

(Ord. No. 389, § 4, 6-7-2010)


Notice of public hearing shall be given as follows:

A. The planning division shall post at least three copies of a notice of the public hearing at least ten (10) days prior to the public hearing, not including the day of posting or the day of the hearing. The notices shall be placed in conspicuous locations on or near the property and shall be removed after the hearing. The notices shall be easily visible.

B. The planning division shall arrange for at least one publication of the notice to appear in a newspaper of general circulation within the county and in a newspaper of general circulation within the area where the property for which the application was filed is located at least ten (10) days before the hearing. Payment of the initial publication fee shall be the responsibility of the county. Costs of additional notices will be the responsibility of the applicant where there is cancellation, postponement, or alteration of the hearing date as a result of action by the applicant.

C. The planning division shall send a notice of the hearing by mail to all owners of property within three hundred (300) feet of the proposed mobile home park or land owned by the applicant(s) if adjacent to the proposed park in accordance with the current records of the Grays Harbor County assessor.

(Ord. 111 § 7.106, 1983)

D. The planning division shall give additional notice in accordance with RCW 58.17, and as the administrator otherwise deems advisable.

E. All hearing notices shall include a legal description of the proposed site plan and either a vicinity location sketch or a written description other than a legal description, and a project description.

16.24.070 Consent to access.

The applicant shall permit free access to the land being developed to all public agencies considering the proposal for the period of time extending from the time of application to the time of final action.

(Ord. 111 § 7.107, 1983)

16.24.080 Agency review.

Agencies or departments reviewing the site plan proposal shall recommend to the administrator in writing: (a) their approval of the proposed site plan together with any conditions imposed; (b) their disapproval of the proposed site plan and the reasons for disapproval; or (c) that they have no objections or recommendations.

A. The environmental health division shall review proposed site plans to ensure compliance with public health and sanitation requirements adopted by the State Department of Social and Health Services, the county and this title.

B. The public works division shall review proposed site plans to ensure conformance with road and drainage systems required by this title, the requirements for off-site improvements contained in Section 16.24.270, and any other applicable adopted, written county standards, policies, or requirements.
C. Any agency which the applicant proposes to have supply water or furnish sewage disposal shall review the site plan proposed and indicate: (1) whether the requested services will be provided; and (2) the conditions, if any, required for such services. No site plan proposal shall be approved which specifies an agency or company will provide water or sewer services unless the provider has agreed in writing to supply the services requested by the applicant.

(Ord. 111 § 7.108, 1983)
(Ord. No. 389, § 5, 6-7-2010)

16.24.090 Board of adjustment action.

The board of adjustment shall review and recommend approval (with or without conditions) or denial of the site plan application.

A. The board of adjustment shall conduct a public hearing on the application. Whenever possible the public hearing on the site plan should be held concurrently with the public hearing on any conditional use permit. The board of adjustment shall review the recommendations of the county health, public works, and planning divisions and other appropriate agencies, and shall present and review all other pertinent information in its possession and shall provide an opportunity for all interested persons to speak and submit exhibits. An accurate record of the public hearing shall be kept by the board of adjustment which shall be available for public inspection.

B. The board of adjustment shall base approval, approval with conditions, or denial of the proposed site plan upon whether adequate provisions are made for each of the following:

1. Its conformance to the general purposes of the Grays Harbor County comprehensive plan, and any other applicable laws, and adopted, written policies and standards of affected agencies with jurisdiction;

2. Whether adequate provisions are made for stormwater drainage systems, streets, alleys, other public ways, parks, landscaping, screening, and open space, and have the approval of the public works division;

3. The availability and adequacy of those on-site and off-site public facilities necessary to support the proposed development;

4. Whether appropriate provisions are made for water supplies and sanitary wastes and have environmental health division approval;

5. The physical characteristics of the mobile home park site. Construction of protective improvements may be required as a condition of approval;

6. Whether the site plan conforms to the requirements of Title 17 and this title, and any other applicable ordinance or land use control;

7. All other relevant facts, including potential environmental impacts of the proposal to determine whether the public use and interest will be served by the mobile home park.

Every decision made shall be in writing and shall include written findings of fact and conclusions to support the recommendation and findings for each criterion considered in the decision.

(Ord. 111 § 7.109, 1983)
(Ord. No. 389, § 6, 6-7-2010)
16.24.100 Board of adjustment recommendation.

Within thirty (30) days after the hearing the board of adjustment shall submit its written recommendations, findings and conclusions to the board of county commissioners together with all pertinent available information.

(Ord. 111 § 7.110, 1983)
(Ord. No. 389, § 7, 6-7-2010)

16.24.110 Board of county commissioners' action.

A. Upon receipt of the recommendation and information on any site plan, the board at its next public meeting shall set a date for the meeting where it may adopt or reject the recommendations of the board of adjustment. If after considering the matter at a public meeting, the board deems a change in the board of adjustment's recommendations approving or disapproving any site plan necessary, the change in the recommendation shall not be made until the board has conducted its own public hearing and thereupon adopted its own findings and conclusions, and thereafter approved or disapproved the site plan.

B. The secretary of the board shall keep records of the public meetings and public hearings set and held by the board which shall be made available for public inspection.

C. The board of county commissioners shall base approval, approval with conditions, or denial of the proposed site plan or the criteria in Section 16.24.090(B). Every decision approving or disapproving a site plan shall be made in writing and shall include written findings of fact and conclusions to support the recommendation. No site plan may be approved unless the board makes a formal written finding of fact that the proposed site plan is in uniformity with any applicable zoning ordinances and other applicable land use controls.

D. The planning division shall notify the applicant of the board's action by mailing a notice within thirty (30) days of the action. Such notification shall specify any conditions imposed, or in the event of denial, the reasons thereof.

E. If a site plan is approved by the board and all required conditions are satisfied, then a written certificate of approval shall be inscribed upon the face of the site plan and signed by the board chair.

(Ord. 111 § 7.111, 1983)
(Ord. No. 389, § 8, 6-7-2010)

16.24.120 Recording of site plan.

Following approval and signing of the site plan by the commissioners, the site plan together with a boundary survey approved by the administrator and any notifications, instruments of dedication, conditions, and covenants required as conditions for approval and/or by this section shall be recorded with the county auditor prior to the commencement of any physical development (unless physical development is required prior to filing) or occupancy of the property.

(Ord. 111 § 7.112, 1983)

16.24.130 Compliance with site plan.

Where the board approves a site plan, the development of the area to which the site plan pertains shall be in conformity to the site plan as finally approved. Any development, use, density, or land division which fails to substantially conform to the site plan as approved by the board constitutes a violation of this title, punishable under the provisions of Sections 16.44.010 through 16.44.040.
The requirements of conformity to the approved site plan contained in this subsection shall apply to all subsequent owners, heirs, successors, and assigns of the property owner applying for site plan approval.

All approved site plans filed for record shall be filed with a notification informing all subsequent owners that development of the property must conform to the approved site plan.

(Ord. 111 § 7.113, 1983)

16.24.140 Completion prior to occupancy.

All required improvements and other conditions of mobile home park approval shall be met prior to the occupancy of any site by a mobile home, provided that completion may be accomplished in phases if permitted by the approved site plan.

Any mobile home where the required improvements and conditions are not completed within three years shall have approval expire unless the board of county commissioners grants an extension(s) based on a showing of good faith. Where the approved site plan grants more than three years to comply with the conditions of approval the longer time period shall control.

(Ord. 111 § 7.114, 1983)

16.24.150 Park administration.

The owner or operator of a mobile home park shall be responsible for ensuring the maintenance of all roads, recreational facilities, landscaping, common areas and facilities, and sites. Park management shall conform to state laws.

(Ord. 111 § 7.115, 1983)


Approval of a site plan does not constitute verification of the validity of information supplied by the applicant.

(Ord. 111 § 7.116, 1983)

Article II
Design and Required Improvements

16.24.180 Bulk requirements — Setbacks.
16.24.190 Roads.
16.24.200 Bridges.
16.24.210 Road signs and names.
16.24.240 Sewage disposal.
16.24.260 Utility services.
16.24.270 Required off-site improvements.

A. The design, shape, and orientation of sites shall be adequate to provide for open area, to prevent overcrowding, to be appropriate for the type of development contemplated, to conserve significant environmental values, and to avoid hazards.

B. Residential densities shall not exceed that required by the Grays Harbor County comprehensive plan and zoning ordinance, the Grays Harbor County shoreline management program (if applicable), and the State Department of Social and Health Services minimum lot size requirements.

C. Creativity in site layout and configuration is encouraged, including the use of lot clustering on property containing critical protection areas.

D. All sites shall be located with a minimum of twenty-five (25) feet setback from all boundaries of the land within the proposed mobile home park.

(Ord. 111 § 7.201, 1983)
(Ord. No. 389, § 9, 6-7-2010)

16.24.180 Bulk requirements — Setbacks.

All mobile homes, together with their additions and appurtenant structures, accessory structures, and other structures on the site (excluding fences) shall observe the following setbacks (excluding any hitch or towing fixture) which supercede the standards of the underlying district:

A. Fifteen (15) feet from the centerline of any park road right-of-way, but in no case less than five feet from the paved surfaced edge;

B. Twenty-five (25) feet from any park property line;

C. A minimum distance of ten (10) feet shall be maintained between mobile homes and/or accessory structures on one lot and mobile homes and/or accessory structures on adjoining lots, except as provided in subsection D of this section;

D. Two mobile homes may be placed on or attached to the opposite side of an accessory structure or structures (including a carport) where at least ten (10) feet separates the two mobile homes and the other walls of the two mobile homes are at least five feet from any other structure on the same lot and ten (10) feet from any mobile home or accessory structure on another lot.

(Ord. 111 § 7.202, 1983)

16.24.190 Roads.

All mobile home parks shall comply with applicable requirements of the adopted county roads standards, except as otherwise modified by this section to accommodate the unique circumstances of mobile home parks.
Title 16 SUBDIVISIONS

A. All roads in a mobile home park shall be private roads, owned and maintained by the mobile home park owner. All roads shall be open for access at all times by police and fire vehicles. Mobile home parks are exempt from special requirements for private roads under Chapter 12.02, including the right-of-way requirements in the road standards.

B. Each site shall have adequate access to permit the placement of a mobile home.

C. The minimum width of roadways shall be:

   (1) Ten (10) feet for one-way roads where on-street parking will not be permitted. An additional eight-foot parking lane shall be provided if on-street parking is permitted. One-way roads shall be permitted only where it is found they provide adequate access to the sites they serve.

   (2) Twenty (20) feet for two-way roads where on-street parking will not be permitted. Where on-street parking is permitted one eight-foot parking lane shall be provided if parking is permitted on one side of the road and two eight-foot parking lanes, one on each side, shall be provided if parking is permitted on both sides.

D. All roadways shall be paved with asphaltic concrete or better surface as required by the public works division. Parking lanes shall be all-weather surfaced unless otherwise required by the public works division. Paved roadways shall have surfacing depths as approved by the public works division pursuant to Chapter 12.02.

E. A minimum of two off-street paved parking spaces located adjacent to each mobile home pad shall be provided for each unit.

F. Additional off-street guest parking at the ratio of one parking space for each four mobile home pads shall be provided in separate parking areas. Clubhouses and community building parking facilities may account for up to fifty (50) percent of this requirement.

G. Approaches and other points of ingress and egress with county right-of-way shall comply with Chapter 12.02 as determined by the public works.

H. When existing county right-of-way within or adjacent to a proposed mobile home park is insufficient to meet adopted standards, the dedication of additional right-of-way may be required as a condition of approval.

(Ord. 111 § 7.203, 1983)
(Ord. No. 389, § 10, 6-7-2010)

16.24.200 Bridges.

The design and construction of any bridge in a mobile home park shall be in accordance with the American Association of State Highway Officials (AASHO) standards and any applicable county standards.

(Ord. 111 § 7.204, 1983)

16.24.210 Road signs and names.

All mobile home parks shall comply with Section 16.24.200.

(Ord. 111 § 7.205, 1983)


All mobile home park site plans with five or more sites or expansions of mobile home parks beyond four sites shall conform to the drainage and stormwater standards, requirements, and provisions specified...

(Ord. 111 § 7.206, 1983)
(Ord. No. 389, § 11, 6-7-2010)


The water supply of all mobile home parks shall comply with those standards specified in Section 16.20.220(A).

(Ord. 111 § 7.207, 1983)

16.24.240 Sewage disposal.

Installation of sewage disposal systems within mobile home parks shall be in conformance with the standards as specified in Section 16.20.230.

(Ord. 111 § 7.208, 1983)


Mobile home parks containing five or more lots or expansions of mobile home parks increasing the parks' capacity to more than four lots shall provide water systems which incorporate adequate capacity for fire protection in accordance with sound planning and engineering practices and the local fire district shall approve the measures. There required by the water system serving the mobile home park, the park shall provide fire hydrants in accordance with the requirements of the water system. Hydrants shall be installed at the same time the water system lines are placed.

(Ord. 111 § 7.209, 1983)

16.24.260 Utility services.

Unless specifically waived, all utilities shall be installed underground.

(Ord. 111 § 7.210, 1983)

16.24.270 Required off-site improvements.

Mobile home park site plans may be required to provide off-site improvements as required in Section 16.20.260.

(Ord. 111 § 7.211, 1983)

16.24.280 Postal mail boxes.

Mail boxes shall be established as required by the local postmaster. The public works division shall review proposed common mail box installations to ensure design minimizes congestion and hazards to traffic and may, if necessary, require the installation be served by a pullout lane, be accessible to adequate parking, and/or be adequately illuminated.

(Ord. 111 § 7.212, 1983)
(Ord. No. 389, § 12, 6-7-2010)
16.24.290 Landscaping, ground cover, and recreation areas.

A. Landscaping may be required if necessary to ensure the mobile home park is compatible with surrounding uses. Where walls or fences are required along boundaries or public roads, such walls or fences shall be setback as required by the applicable provisions of Title 17 or the board of county commissioners. Plantings shall be of plants appropriate to the county's climate and approved by the administrator. Narrow leaf evergreen plantings shall not be less than five feet in height when installed. Broad leaf evergreen plantings shall be not less than three feet in height when installed. All plantings shall be maintained in a healthy living condition for the life of the mobile home park. All walls and fences shall be a minimum of six feet in height and shall be approved by the administrator.

B. Lawns or other suitable living ground covers shall be required on all areas except those covered by structures, paved or surfaced areas or planting beds. Undisturbed areas such as ravines and streams shall be preserved in their natural state as set forth in Chapter 18.06

C. All mobile home parks shall include a minimum of ten (10) percent of the gross area within the proposed development for open space and recreational use when the density permitted for mobile home parks in the zoning district within which the site is located equals or exceeds one unit per acre; provided, however, that at least one outdoor recreation area within the development shall contain at least two thousand five hundred (2,500) square feet. This area shall be of such a surface and grade to be suitable for recreational use and be open to all residents. The required open space and recreation areas shall be reduced to six percent of the gross area where the park provides and maintains at least one of the following recreational facility packages: (1) a recreation building; (2) two regulation outdoor tennis or handball courts or a combination thereof; (3) a children's play area with at least four swings, a climber, and at least two other pieces of playground equipment; (4) a permanent swimming pool at least twelve (12) feet by twenty-eight (28) feet; or (5) a recreation facility determined by the board of adjustment and/or board of county commissioners to be equivalent to any one of these facility packages. Roads, parking, drainage ways, sites, required landscaping, required setbacks, and similar areas shall not be counted as open space and recreational areas for the purposes of calculating compliance with this subsection. The land used for recreation areas and open space may be included in the density computations for the park.

(Ord. 111 § 7.213, 1983)
(Ord. No. 389, § 13, 6-7-2010)

16.24.300 Critical protection areas.

All mobile home parks shall conform to the provisions of Chapter 18.06 governing critical protection areas.

(Ord. 111 § 7.214, 1983)
(Ord. No. 389, § 14, 6-7-2010)

16.24.310 Surveys.

A boundary survey shall be filed with the site plan. The exterior boundary of the park shall be monumented as required in Section 16.20.310(B).

(Ord. 111 § 7.215, 1983)

Article III
Inspection and Bonds

16.24.320 Inspections.
16.24.320 Inspections.

   The inspection procedure for mobile home parks shall be the same as Section 16.20.320.
   
   (Ord. 111 § 7.30, 1983)


   The requirements, authority, and procedures for performance bonds or maintenance bonds shall be the same as Section 16.20.330 through 16.20.370.

   The board of adjustment and/or the board of county commissioners may require performance bonds or maintenance bonds where they find the need exists to assure compliance with this title, the county comprehensive plan, all applicable county ordinances, or any conditions of site plan approval.

   (Ord. 111 § 7.40, 1983)

Chapter 16.28 RECREATIONAL VEHICLE AND TRAVEL TRAILER PARKS

Sections:

   Article I - Administration

   Article II - Design and Required Improvements

   Article III - Inspection and Bonds

Article I

   Administration

   16.28.010 Procedure and review criteria.

   16.28.020 Compliance with sanitation standards.
Article II
Design and Required Improvements
16.28.030 General.
16.28.040 Location.
16.28.050 Site occupancy.
16.28.060 Screening and landscaping.
16.28.070 Common facilities, recreation areas, and open spaces.
16.28.080 Access and circulation.
16.28.090 Bridges.
16.28.100 Road signs and names.
16.28.110 Drainage and stormwater.
16.28.120 Water supply.
16.28.130 Sewage disposal.
16.28.140 Fire protection.
16.28.150 Utility service.
16.28.160 Solid waste.
16.28.170 Required off-site improvements.
16.28.180 Critical protection areas.
16.28.190 Surveys.

16.28.030 General.

All recreational vehicle parks shall conform with the Grays Harbor County comprehensive plan and Title 17; provided in the event of a discrepancy between the standards established herein and those contained in any other applicable plan, control, or ordinance, the stricter standard shall apply.

(Ord. 111 § 8.201, 1983)
(Ord. No. 389, § 16, 6-7-2010)

16.28.040 Location.

A. Land area within recreational vehicle parks may be restricted from uses other than open space purposes for reasons of sanitation, steep slopes, slide hazards, poor drainage, flood hazards, or other unique conditions or features which may warrant protection of the public interest.

B. No recreational vehicle park shall be located or designed in a manner that would endanger any public or private water supply or the health of the public or the health of the park occupants.

(Ord. 111 § 8.202, 1983)
16.28.050 Site occupancy.

Camping vehicle sites shall be occupied by no more than one (1) recreational vehicle or recreational vehicle combination and appurtenances (boat, awning, etc.) at any time. A recreational vehicle combination is a motorized recreational vehicle towing a recreational vehicle which is not self-propelled provided the vehicles are used as a unit for recreational purposes.

(Ord. 111 § 8.203, 1983)

16.28.060 Screening and landscaping.

A. Screening and landscaping areas shall be established with a minimum width of twenty-five (25) feet along all boundaries of the land within the proposed recreational vehicle park.

B. Such areas shall not contain any constructed facilities, erected or placed, with the exception of utility lines, fencing, or security posts.

C. Such areas shall be left in their natural state or supplemented by plants and trees as approved by the board of adjustment or the board of county commissioners.

(Ord. 111 § 8.204, 1983)
(Ord. No. 389, § 17, 6-7-2010)

16.28.070 Common facilities, recreation areas, and open spaces.

A. Common facilities such as service buildings, sanitary sewage disposal facilities including septic tanks and drainfields, recreation space, open space, roads, paths, permanent buildings, and facilities for other general purposes shall be designed commensurate to the level of full use of the campground development.

B. Paths or trails to common facilities shall not interfere with or cross a camping vehicle site, and shall be designed for safe pedestrian use at those points where the trails or paths intersect roads.

C. At least twenty (20) percent of the total land area within a recreational vehicle park shall be set aside for open space. The amount of open space shall not include roads, but may include land devoted to common facilities or land left undeveloped or preserved. At least half of the open space must be suitable for active recreational pursuits.

(Ord. 111 § 8.205, 1983)

16.28.080 Access and circulation.

Access and circulation shall be designed with appropriate consideration for existing and projected roads, anticipated traffic patterns, topographic and drainage conditions, public convenience and safety, and the proposed use of the land served.

A. Recreational vehicle parks shall have an access road connecting to an existing public road. Such access roads shall be designed in accordance with the applicable Grays Harbor County road standard.

B. Adequate access shall be provided to all recreational vehicle sites and service buildings.

C. All roads in a recreational vehicle park shall be private roads, owned and maintained by the owner of the park.

D. Security fences or other means may be employed to ensure the use of private roads by appropriate parties.

(Ord. 111 § 8.206, 1983)
16.28.090 Bridges.

Any bridge within a recreational vehicle park shall be designed and constructed under the supervision of a professional engineer who shall stamp the plans and certify that the bridge is adequately designed for the estimated maximum loads which shall include fire and emergency vehicles. The proposed bridge plans shall be reviewed and, if adequate, approved by the public works division.

(Ord. 111 § 8.207, 1983)
(Ord. No. 389, § 18, 6-7-2010)

16.28.100 Road signs and names.

All recreational vehicle parks shall comply with Section 16.20.200.

(Ord. 111 § 8.209, 1983)

16.28.110 Drainage and stormwater.

All recreational vehicle parks with five or more sites and all expansions of development on the same lot or on adjacent properties owned by the same owner(s) beyond four sites shall conform to the drainage and stormwater standards, requirements, and provisions as specified in the current edition of State Department of Ecology’s “Stormwater Management Manual for Western Washington”.

(Ord. 111 § 8.209, 1983)
(Ord. No. 389, § 19, 6-7-2010)

16.28.120 Water supply.

The water supply of all recreational vehicle parks shall comply with those standards specified in Section 16.20.220(A).

(Ord. 111 § 8.210, 1983)

16.28.130 Sewage disposal.

Installation of sewage disposal systems and service buildings within recreational vehicle parks shall be in compliance with regulations and standards of the State Department of Social and Health Services, State Department of Ecology and county environmental health division.

(Ord. 111 § 8.211, 1983)
(Ord. No. 389, § 20, 6-7-2010)

16.28.140 Fire protection.

A. Water supplies provided for camping developments shall incorporate adequate capability for fire protection in accordance with sound planning and engineering practices and shall be approved by the local fire district.

B. An approved fire fighting vehicle and/or other permanent fire fighting devices or equipment shall be installed within the confines of recreational vehicle parks when required by either the Washington State Department of Natural Resources, the U.S. Forest Service, the applicable local fire district, or the Grays Harbor County board of commissioners.
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C. Fire pits or bases shall be constructed of a noncombustible material. Vegetation or other combustible materials shall be kept a safe distance from the pit.

D. Fire break trails may be required where necessary to ensure fire will not spread to nearby properties given the area's terrain and available fire fighting resources

(Ord. 111 § 8.212, 1983)

16.28.150 Utility service.

Unless specifically waived, all utilities shall be installed underground.

(Ord. 111 § 8.213, 1983)

16.28.160 Solid waste.

Adequate provisions for the storage, collection, and disposal of solid waste shall be provided within the recreational vehicle park.

(Ord. 111 § 8.214, 1983)

16.28.170 Required off-site improvements.

Recreational vehicle park site plans may be required to provide off-site improvements as required in Section 16.20.260.

(Ord. 111 § 8.215, 1983)

16.28.180 Critical protection areas.

All recreational vehicle parks shall conform to the provisions of Chapter 18.06 governing critical protection areas.

(Ord. 111 § 8.216, 1983)

(Ord. No. 389, § 21, 6-7-2010)

16.28.190 Surveys.

If the recreational vehicle park is to remain in one ownership, a boundary survey shall be filed with the site plan. The exterior boundary of the park shall be monumented as required in Section 16.20.310(B). If the recreational vehicle park is to be divided for sale, lease, or transfer of ownership, a full survey shall be filed with the site plan. The park shall then be monumented as required in Section 16.20.310.

(Ord. 111 § 8.217, 1983)

Article III
Inspection and Bonds
16.28.200 Inspection.
16.28.210 Bonds.
16.28.200 Inspection.

The inspection procedure for recreational vehicle parks shall be the same as Section 16.20.320.

16.28.210 Bonds.

The requirements, authority, and procedures for performance bonds or maintenance bonds shall be the same as Sections 16.20.330 through 16.20.370.

The board of adjustment and/or the board of county commissioners may require performance bonds or maintenance bonds where they find the need exists to assure compliance with this title, the county comprehensive plan, all applicable county ordinances, or any conditions of site plan approval.

**Chapter 16.32 COMMERCIAL/INDUSTRIAL SITE PLAN REVIEWS**

**Sections:**

Article I - Administration

Article II - Design and Required Improvements

**Article I**

**Administration**

16.32.010 Applicability.

16.32.020 Preliminary consultation.

16.32.030 Site plan application.

16.32.040 Timetable for review of application.

16.32.050 Administrator's procedure upon acceptance of application.

16.32.060 Notice of hearing.

16.32.070 Consent to access.

16.32.080 Agency recommendations.

16.32.090 Planning commission action.

16.32.100 Planning commission recommendations.

16.32.110 Board of county commissioners' action.

16.32.120 Recording of site plan.

16.32.130 Compliance with site plan.

16.32.140 Validity of information.

16.32.010 Applicability.

This chapter establishes an alternative procedure for dividing land to be used and/or developed for commercial or industrial purposes for sale, lease, or transfer of ownership. Where lots will be created any one of which is less than one one-hundred-twenty-eighth (1/128) of a section or five acres, either this
procedure or the long subdivision or short subdivision procedures (whichever is applicable) may be used. Where a lot to be created will be larger than one one-hundred-twenty-eighth (1/128) of a section or five acres this procedure shall be used. The purpose of the requirements of the commercial/industrial site plan review procedure and development standards is to ensure that such subdivisions are created with proper regard for the provision of adequate water, sewage, and drainage systems, and proper utility and road access and in order to protect the general public.

It is intended that, to the extent possible, this review be processed simultaneously with any applications for conditional use permits or rezones that may be required.

(Ord. 111 § 9.101, 1983)
(Ord. No. 390, § 1, 6-7-2010)

16.32.020 Preliminary consultation.

Prior to making application for commercial/industrial site plan approval, prospective applicants are encouraged to discuss the site plan review process, commercial/industrial site plan requirements, and their proposal with the planning division staff. The planning division at this time shall make available all pertinent information as may be on file relating to the general area. The purpose of preliminary consultation is to eliminate as many potential problems as possible in order for the proposed commercial/industrial site plan to be processed without delay. The consultation should take place prior to a survey or detailed work by an engineer or surveyor. Discussion topics at this time would include the comprehensive plan, street plan, shorelines program, zoning, the availability of sewer and water development concepts, other county requirements and permits, and the environmental impact of the commercial/industrial site plan. If the applicant owns adjacent land, the possibilities of future development shall be discussed. There is no fee for preapplication consultation which includes design and administrative assistance; however, this free service shall not include extensive field inspection or extensive correspondence.

(Ord. 111 § 9.103, 1983)
(Ord. No. 390, § 2, 6-7-2010)

16.32.030 Site plan application.

Application for a commercial/industrial site plan approval shall be made to the planning division and include the information specified in Appendix J to this title along with information sufficient to complete an environmental checklist as required under SEPA. The applicant shall submit two copies of the proposed site plan and other required materials at the time of application.

Those applications which upon inspection are insufficiently prepared to provide a basis for adequate review shall not be accepted by the administrator. Upon the applicant's request, a written statement citing the information requirements upon which non-acceptance is based shall be supplied by the administrator.

The administrator may require the applicant to submit any additional information or material which the administrator finds is necessary for the proper review of the application.

(Ord. 111 § 9.104, 1983)

16.32.040 Timetable for review of application.

An application for approval of a site plan shall be approved, disapproved, or returned to the applicant for modification or correction within one hundred twenty (120) days of the date it was received by the administrator, provided that if an environmental impact statement is required as provided in RCW 43.21C.030 or its successor, the one hundred twenty (120) day period shall not include the time spent preparing and circulating the environmental impact statement by the lead agency.

(Ord. 111 § 9.104, 1983)
16.32.050 Administrator's procedure upon acceptance of application.

A. Upon receipt of an application for site plan approval the administrator shall set the date, time, and place for the planning commission's hearing on the proposal and notify the applicant of the hearing.

B. The administrator shall distribute one copy of the site plan application to each of the following:
   1. The environmental health division;
   2. The public works division;
   3. The State Department of Transportation when the proposal may affect a state highway or is within two miles of a state or municipal airport;
   4. The appropriate official of a city or town when the land for which application has been made is within one mile of the municipal boundaries or contemplates the use of any city or town utilities;
   5. The agency administering the State Flood Control Zone when the land proposed for development is within a State Flood Control Zone as provided in RCW 86.16;
   6. The appropriate fire district;
   7. Any affected provider of water and/or sewer services;
   8. The appropriate postmaster;
   9. Any other relevant federal, state, or local agencies or any other party the administrator deems is necessary to notify.

C. The administrator shall set a date for the return of findings and recommendations for each relevant agency, the date to be thirty (30) days from the date of the hearing. All agency findings and recommendations shall be in writing. If the findings and recommendations are not so returned, then the administrator may make such findings as may be appropriate and reasonable.

16.32.060 Notice of hearing.

Notice of public hearing shall be given as follows:

A. The planning division shall post at least three copies of a notice of the public hearing for at least ten (10) days prior to the public hearing, not including the day of posting or the day of the hearing. The notices shall be placed in conspicuous locations on or near the property and shall be removed after the hearing. The notices shall be easily visible.

B. The planning division shall arrange for at least one publication of the notice to appear in a newspaper of general circulation within the county and a newspaper of general circulation in the area where the property for which the application has been filed is located at least ten (10) days before the hearing. Payment of the initial publication fee shall be the responsibility of the county. Costs of additional notices will be the responsibility of the applicant where there is cancellation, postponement, or alteration of the hearing date as a result of action by the applicant.

C. The planning division shall send a notice of the hearing by mail to all owners of property within three hundred (300) feet of the proposed site plan or land owned by the applicant(s) if adjacent to the proposed plan in accordance with the current records of the Grays Harbor County assessor.

D. The planning division shall give additional notice in accordance with RCW 58.17, and as it otherwise deems advisable.
E. All hearing notices shall include a legal description of the proposed site plan and either a vicinity location sketch or a written description in non-technical language, and a project description.

(Ord. 111 § 9.106, 1983)

16.32.070 Consent to access.

The applicant shall permit free access to the land being developed to all public agencies considering the proposal for the period of time extending from the time of application to the time of final action.

(Ord. 111 § 9.107, 1983)

16.32.080 Agency recommendations.

Agencies or departments which review the site plan proposal shall recommend in writing to the administrator either: (a) their approval of the proposed site plan together with conditions imposed; (b) their disapproval of the proposed site plan and the reasons for disapproval; or (c) that the agency has no objections or recommendations.

A. The environmental health division shall review proposed site plans to assure conformance with public health and sanitation requirements adopted by the State Department of Social and Health Services, the county and this title.

B. The public works division shall review proposed site plan to assure conformance with road and drainage systems required by this title, the requirements for off-site improvements contained in Section 16.32.270, and any adopted, written county standards or policies.

C. Any agency which the applicant proposes to have supply water or furnish sewage disposal shall review the site plan proposal and indicate: (1) whether the requested services will be provided; and (2) the conditions, if any, required for such services. No site plan proposal shall be approved which specifies an agency or company will provide water or sewer services unless the provider has agreed in writing to supply the services requested by the applicant.

(Ord. 111 § 9.108, 1983)

(Ord. No. 390, § 5, 6-7-2010)

16.32.090 Planning commission action.

The planning commission shall review and recommend approval (with or without conditions) or denial of the site plan application.

A. The planning commission shall conduct a hearing on the application which shall be open to the public. Whenever possible the public hearing on the site plan should be held concurrently with the public hearing on any required rezone. The commission shall review the recommendations of the county health, public works, and planning divisions and other appropriate agencies, and shall present and review all other pertinent information in its possession and shall provide an opportunity for all interested persons to speak and submit exhibits. An accurate record of the public hearing shall be kept by the commission which shall be available for public inspection.

B. The planning commission shall base approval, approval with conditions, or denial of the proposed site plan on all of the following criteria:

1. Its conformance to the general purposes of the Grays Harbor County comprehensive plan and any other applicable written laws, policies, and standards adopted by the county and affected agencies with jurisdiction.

2. Whether appropriate provisions are made for: stormwater drainage systems, waste disposal systems, industrial water systems, fire protection systems, streets, alleys, other
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public ways, and whether these systems have the approval of the public works division as appropriate.

3. Whether appropriate provisions are made for the water supplies and sanitary wastes and have approval of the environmental health division.

4. Whether adequate provisions have been made for access to the site.

5. The potential impacts of the proposal and access on adjacent land uses and public facilities such as roads and highways.

6. The availability and adequacy of those on-site and off-site public facilities and services necessary to support the proposed development.

7. The physical characteristics of the site. Construction of protective improvements may be required as a condition of approval.

8. Whether the site plan conforms to the requirements of this title, the county zoning ordinance, the shorelines management program, and other applicable ordinances.

9. All other relevant facts, including the potential environmental impacts of the proposal, to determine whether the public use and interest will be served by the commercial/industrial site plan.

Inadequate provisions for any of the above mentioned criteria and/or significant adverse impacts shall be grounds for a recommendation of denial of the site plan, or the conditioning of approval upon the site plan making adequate provisions thereto.

Every decision made shall be in writing and shall include written findings of fact and conclusions to support the decision and findings for each criteria considered in the decision. Any conditions applied to the approval shall be reduced to writing and attached to the application.

(Ord. 111 § 9.109, 1983)
(Ord. No. 390, § 6, 6-7-2010)

16.32.100 Planning commission recommendations.

Within thirty (30) days after the hearing, the planning commission shall submit its written recommendations, findings, and conclusions to the board of county commissioners together with all pertinent information available.

(Ord. 111 § 9.110, 1983)
(Ord. No. 390, § 7, 6-7-2010)

16.32.110 Board of county commissioners' action.

A. Upon receipt of the recommendation and information on any site plan, the board, at its next public meeting, shall set a date for the meeting where it may adopt or reject the recommendations of the planning commission. If after considering the matter at a public meeting, the board deems a change in the planning commission's recommendations approving or disapproving any site plan necessary, the change in the recommendations shall not be made until the board has conducted its own public hearing and thereupon adopted its own findings and conclusions and thereafter approved or disapproved the site plan.

B. The secretary of the board shall keep records of the public meetings and public hearings set and held by the board which shall be made available for public inspection.

C. The Board of county commissioners shall base approval, approval with conditions, or denial of the proposed site plan on the criteria in Section 16.23.090(B). Every decision approving or disapproving a site plan shall be made in writing and shall include written findings of fact and conclusions to
support the recommendation. No site plan may be approved unless the board makes a formal written finding of fact that the proposed site plan is in conformity with any applicable zoning ordinance and other applicable land use controls.

D. The planning division shall notify the applicant of the board's action by mail as soon as practical after the action. Such notification shall specify any conditions imposed, or in the event of denial, the reasons thereof.

E. If a site plan is approved by the county commissioners and all conditions which were required to be fulfilled prior to filing are satisfied, then a written certificate of approval shall be inscribed upon the face of the site plan and signed by the chair of the board of county commissioners.

(Ord. 333 (part), 2005; Ord. 111 § 9.111, 1983)

16.32.120 Recording of site plan.

Following approval and signing of the site plan by the chair of the county commissioners and payment of any taxes that may be due on the property, the site plan together with a complete survey approved by the administrator and any conditions, notifications, instruments of dedication, and covenants required as conditions of approval and/or by this ordinance shall be recorded with the county auditor prior to the commencement of any sale, lease, transfer of ownership in any manner, occupancy, or physical development (unless the construction of improvements is required prior to filing). The county auditor shall not record any site plan which does not have a certificate of approval signed by the chair of the board of county commissioners.

(Ord. 111 § 9.112, 1983)

16.32.130 Compliance with site plan.

Where the board approves a site plan, the development of the area to which the site plan pertains shall be in conformity to the site plan as finally approved. Any development, use, density or land subdivision which fails to substantially conform to the plan as approved by the commissioners constitutes a violation of this title, punishable under the provisions of Sections 16.44.010 through 16.44.040.

The requirements of conformity to the approved site plan contained in this subsection shall apply to all subsequent landowners, heirs, successors, and assigns of the property owner(s) applying for site plan approval.

All approved site plans filed for record shall be filed with a notification informing all subsequent owners that development of the property must conform to the approved site plan.

(Ord. 111 § 9.113, 1983)

(Ord. No. 390, § 8, 6-7-2010)

16.32.140 Validity of information.

Approval of a site plan does not constitute verification of the validity of information supplied by the applicants. The accuracy of such information remains the responsibility of the applicant.

(Ord. 111 § 9.114, 1983)

Article II
Design and Required Improvements
16.32.150 Generally.
16.32.160 Lots.
16.32.170 Roads.

Grays Harbor County, Washington, Code of Ordinances
Title 16 SUBDIVISIONS

16.32.180 Bridges.
16.32.190 Road signs and names.
16.32.200 Drainage and stormwater.
16.32.210 Water supply.
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16.32.260 Landscaping requirements.
16.32.270 Required off-site improvements.
16.32.280 Permanent maintenance of required improvements.
16.32.290 Critical protection areas.
16.32.300 Survey.
16.32.310 Monuments.
16.32.320 Inspection.
16.32.320 Bonds.

16.32.150 Generally.

A. All commercial and industrial site plans shall conform to the Grays Harbor County comprehensive plan, and adopted, written goals, objectives, policies, development standards, and requirements, the county zoning ordinance, the county shorelines management program (if applicable) and any applicable ordinance; provided, that in the event of a discrepancy between the standards established herein and those contained in any applicable plan, control, or ordinance, the stricter standards shall apply.

B. The applicant shall demonstrate that the street, lot, and block pattern proposed is specifically adopted to the use(s) anticipated and takes into account other uses in the vicinity.

(Ord. 111 § 9.201, 1983)

16.32.160 Lots.

Lots shall be designed with appropriate considerations for the intended use, and the character of the area in which they are located. Lot clustering is encouraged for property containing critical protection areas.

(Ord. 111 § 9.202, 1983)
(Ord. No. 390, § 9, 6-7-2010)
16.32.170 Roads.

Roads shall be designed and constructed with appropriate consideration for existing and future roads, anticipated traffic patterns, topographic and drainage conditions, public convenience and safety, and the proposed use of the land served.

A. Road rights-of-way and pavement shall be adequate to accommodate the type and volume of traffic anticipated to be generated thereupon.

B. Roads carrying non-residential traffic shall not be extended to the boundaries of adjacent existing residential areas or adjacent residentially zoned areas.

C. Required road improvements for commercial and/or industrial site plans shall be the same as required in Section 16.20.180

(Ord. 111 § 9.203, 1983)

16.32.180 Bridges.

The design and construction of any bridge in an area subject to site plan review shall be in accordance with the American Association of State Highway Officials (AASHO) standards and any applicable county standard.

(Ord. 111 § 9.204, 1983)

16.32.190 Road signs and names.

Required improvements for commercial and/or industrial site plans shall be the same as Section 16.20.200.

(Ord. 111 § 9.205, 1983)

16.32.200 Drainage and stormwater.

The design and required improvements for commercial and/or industrial site plans shall be as set forth in the current edition of Washington State Department of Ecology's "Stormwater Management Manual for Western Washington".

(Ord. 111 § 9.206, 1983)

(Ord. No. 390, § 10, 6-7-2010)

16.32.210 Water supply.

The design and required improvements for commercial and/or industrial site plans shall be same as Section 16.20.220.

(Ord. 111 § 9.207, 1983)

16.32.220 Sewage disposal.

The design and required improvements for commercial and/or industrial site plans shall be the same as Section 16.20.230.

(Ord. 111 § 9.208, 1983)
16.32.230 Utility service.

Unless specifically waived, all utilities shall be installed underground.

(Ord. 111 § 9.209, 1983)

16.32.240 Easements.

The required improvements for commercial and/or industrial site plans shall be the same as Section 16.20.250.

(Ord. 111 § 9.210, 1983)

16.32.250 Landscaping areas.

Adjacent residentially zoned or existing adjacent residential areas shall be protected from potential nuisances of noise, glare, traffic, drainage, air pollution, water pollution, and adverse esthetics by including provisions for landscaping or screening, greater-than-normal setbacks, height restrictions, increased lot sizes, or other applicable measures as conditions of the site plan approval.

(Ord. 111 § 9.211, 1983)

(Ord. No. 390, § 11, 6-7-2010)

16.32.260 Landscaping requirements.

No less than ten (10) percent of the area within the boundaries of a commercial/industrial site plan shall be landscaped. The proposed landscaping and the materials to be used shall be shown on the site plan or on a separate plan map. The materials may be listed rather than drawn provided their location is indicated. The following principles should guide the landscaping of the site:

A. Landscaping should be provided along roads and the site boundaries.
B. Landscaping should screen loading docks, exterior storage, and similar areas visible from adjacent residential areas.
C. Parking lots should be landscaped.
D. Landscaping should be used to define points of ingress and egress for the development as a whole and individual lots.
E. Landscaped areas suitable for use by employees and visitors are encouraged where hazardous conditions will not develop.
F. The landscaping should incorporate any suitable natural features of the site, such as shorelines.
G. The landscaping should be integrated with nearby developments.

The plantings shall be of materials appropriate to the county's climate and approved by the administrator. All landscaping shall be maintained for the duration of the site plan.

(Ord. 111 § 9.212, 1983)

16.32.270 Required off-site improvements.

Commercial/industrial site plans may be required to provide off-site improvements as required in Section 16.20.260.

(Ord. 111 § 9.213, 1983)
16.32.280 Permanent maintenance of required improvements.

Arrangements shall be required for the permanent maintenance of all improvements within or serving a site plan which are not dedicated to and accepted by a public agency. The administrator and public works division shall review and, if satisfactory, approve the arrangements. The administrator may require that the maintenance arrangements be recorded with the plat as covenants or notifications. The county has no responsibility to maintain any improvements not dedicated to and accepted by the county. The county shall have no responsibility to enforce actual performance of any maintenance arrangements required by this title.

(Ord. 111 § 9.214, 1983)
(Ord. No. 390, § 12, 6-7-2010)

16.32.290 Critical protection areas.

The design and requirements for commercial and/or industrial site plans shall conform to the provisions of Chapter 18.06 governing critical protection areas.

(Ord. 111 § 9.215, 1983)
(Ord. No. 390, § 13, 6-7-2010)

16.32.300 Survey.

A complete survey shall be filed with every approved commercial/industrial site plan. The survey shall conform to the State Survey Recording Act, the applicable provisions of the Washington Administrative Code, and standard survey practice.

(Ord. 111 § 9.216, 1983)

16.32.310 Monuments.

For commercial/industrial site plans monuments shall be provided as required in Section 16.20.310.

(Ord. 111 § 9.217, 1983)

16.32.320 Inspection.

The inspection procedure for commercial and/or industrial site plan approval shall be the same as Section 16.20.320.

(Ord. 111 § 9.30, 1983)

16.32.320 Bonds.

The requirements, procedures, and authority for performance bonds and maintenance bonds for commercial/industrial site plans shall be the same as Sections 16.20.330 through 16.20.370.

The planning commission and/or the board of county commissioners may require performance or maintenance bonds where they find the need exists to assure compliance with this title, the county comprehensive plan, all applicable ordinances or any condition upon the site plan.

(Ord. 111 § 9.40, 1983)
Chapter 16.36 LARGE LOT SUBDIVISIONS

Sections:

Article I - Administration and Application

Article II - Design and Required Improvements

Article III - Inspection and Bonds

16.36.010 Applicability.

The requirements of this chapter apply to any subdivision or redivision of contiguous land into two or more lots for sale, lease or transfer of ownership unless exempted by Section 16.08.040, where all lots are five acres or one one-hundred-twenty-eighth (1/128) of a section of land or larger, and any one lot is smaller than twenty (20) acres or one thirty-second (1/32) of a section of land.

The purpose of large lot subdivision procedure and requirements in this chapter are to ensure that such large lot subdivisions are created with proper regard to the provision of proper utility and road access, adequate drainage, and conform to the applicable laws and regulations, and the adopted written policies, standards, and plans of affected government jurisdictions in order to protect the public health and safety.

(Ord. No. 390, § 14, 6-7-2010)
16.36.020 Preliminary consultation.

Prior to making application for large lot subdivision approval, prospective applicants are encouraged to discuss the large lot subdivision review process, large lot subdivision requirements, and their proposal with the planning division staff. The planning division at this time shall make available all pertinent information as may be on file relating to the general area. It is the purpose of preliminary consultation to eliminate as many potential problems as possible in order for the proposed subdivision to be processed without delay. The consultation should take place prior to a survey or detailed work by an engineer or surveyor. Discussion topics at this time would include the comprehensive plan, street plan, shoreline program, zoning, availability of sewer and water, development concepts, other county requirements and permits, and the environmental impact of the large lot subdivision. If the applicant owns adjacent land, the possibilities of future development shall be discussed.

(Ord. 333 (part), 2005: Ord. 111 § 10.102, 1983)

16.36.030 Large lot subdivision application.

Application for large lot subdivision approval shall be made to the Grays Harbor County planning division, following the formats and on any forms prescribed by the administrator and submitting the information specified in Appendix J set out at the end of this title.

Those applications which upon inspection are insufficiently prepared to provide a basis for adequate review shall not be accepted by the administrator. The administrator shall inform the applicant of the reasons for non-acceptance. A written statement citing the information requirements upon which non-acceptance is based shall be supplied by the administrator when requested by the applicant. The administrator may require the applicant to submit any additional information or material which the administrator finds is necessary for the proper review of the application.

(Ord. 333 (part), 2005: Ord. 111 § 10.103, 1983)

16.36.040 Timetable for review of application.

Applications for large lot subdivision approval shall be approved, disapproved, or returned to the applicant for modification or correction within one hundred twenty (120) calendar days from the date received by the administrator unless the applicant consents in writing to an extension of time; provided that if an environmental impact statement is required as provided in RCW 43.21C.030 or its successor, the applicable time period shall not include the time spent preparing and circulating the environmental impact statement.

(Ord. 333 (part), 2005: Ord. 111 § 10.104, 1983)

16.36.050 Administrator's procedure upon acceptance of application.

A. The administrator shall distribute one copy of the large lot subdivision application to each of the following:

1. The public works division.
2. The State Department of Transportation when the proposal may affect a state highway.
3. The appropriate official of a city or town when the land proposed for subdivision is within one mile of the municipal boundaries or contemplates the use of any city or town utilities.
4. Any affected provider of water and/or sewer services.
5. Any other relevant federal, state, or local agencies.
B. The administrator shall set a date for the return of findings and recommendations for each relevant agency. All agency findings and recommendations shall be in writing. If the findings and recommendations are not so returned, then the administrator may make such findings as may be appropriate and reasonable.

C. The administrator shall notify all adjoining landowners including those across roads from the proposed large lot subdivision or adjoining land owned by the applicant if adjacent to the proposed subdivision within thirty (30) days of accepting the application. The notice shall include a legal description of the location of the proposed subdivision, either a vicinity location sketch or a locational description in non-technical language, a project description, and a date by which written comments must be received for inclusion in the review.

The purpose of notifying adjoining landowners is to obtain any factual information they may have as to the proposed large lot subdivision’s conformance to the criteria in Section 16.36.070(A) and the requirements of this title. In reviewing the comments and information submitted, the administrator shall consider how the submittals relate to other information available, the criteria in Section 16.36.070(A), the requirements of this title, and any potential adverse impacts on adjoining properties.

(Ord. 111 § 10.105, 1983)
(Ord. No. 390, § 15, 6-7-2010)

16.36.060 Consent to access.

The applicant shall permit free access to the land being divided to all public agencies considering the large lot subdivision for the period of time extending from the time of application to the time of final action.

(Ord. 111 § 10.106, 1983)

16.36.070 Administrator’s action.

A. The administrator shall base approval, approval with conditions, or denial of the proposed large lot subdivision upon whether adequate provisions are made for each of the following:

1. Its conformance to the general purposes of the Grays Harbor County comprehensive plan and the specific provisions of the comprehensive zoning ordinance, this title, and any other applicable written laws, standards, specifications, and policies adopted by the county and/or affected agencies with jurisdiction;

2. Whether appropriate provisions are made for access, roads, and other public ways, and have approval of the public works division;

3. Whether the proposed development is designed to avoid drainage problems. To that end, approval of the subdivision may be conditional on the provision of drainage easements, the proper location of roads or lot lines, and the construction of improvements for drainage control;

4. All other relevant facts to determine whether the public health and safety will be served by the large lot subdivision.

5. Whether appropriate provisions are made for water supplies and sanitary wastes and have approval of the environmental health division.

B. If approval is subject to conditions, the administrator shall notify the applicant in writing that the large lot subdivision has been given approval with conditions.

C. If the proposed large lot subdivision is found in compliance with this ordinance, the administrator shall notify the applicant in writing that the subdivision has been given approval. After the map of the subdivision has been approved and signed by the administrator, it shall be recorded as provided in Section 16.36.100
D. If the large lot subdivision does not comply with the requirements of this ordinance, the administrator shall notify the applicant in writing that the application has been denied and indicate the reasons for denial.

E. In every decision the administrator shall make written findings of fact and conclusions which support the decision. No large lot subdivision shall be approved unless the administrator makes a written finding of fact that the proposal is in compliance with the county zoning ordinance and other applicable land use regulations.

(Ord. 333 (part), 2005: Ord. 111 § 10.107, 1983)
(Ord. No. 390, § 16, 6-7-2010)

16.36.080 Approval with conditions.

If the large lot subdivision is approved subject to the satisfaction of conditions and/or the construction of required improvements, the applicant shall comply with all conditions of approval within twelve (12) months from date of approval. The applicant may submit written requests for one or more time extensions to the administrator and upon such written request(s), the administrator may grant as many time extensions as the administrator finds to be reasonable and appropriate. All time extensions shall be at least six months in length.

If the conditions are not satisfied within the time limits set out in this section, the administrator shall notify the applicant that approval with conditions has expired and a new application must be filed if reconsideration is desired. Large lot subdivisions for which preliminary approval with conditions has expired shall comply with the regulations and standards in effect at the time a new application is made and pay the large lot subdivision application fees.

If the conditions required by the administrator and the other requirements of this title are met within the time limits set out in this section (including any extensions granted by the administrator), then the administrator shall approve the large lot subdivision and sign the map of the subdivision as proof of approval. After being signed, the map of the large lot subdivision shall be recorded as provided in Section 16.36.100.

(Ord. 111 § 10.108, 1983)
(Ord. No. 390, § 17, 6-7-2010)

16.36.090 Appeal of approval or denial.

Any person aggrieved by the decision of the administrator to approve, deny or conditionally approve a proposed large lot subdivision may appeal the decision to the board of county commissioners within twenty-one (21) days following the decision. Where the administrator has not complied with a time limit or limits contained in this title, any aggrieved person may appeal to the board to require adherence to the time limit(s). The board, following a public hearing thereon, may affirm or reverse the administrator's decision, or may remand the application to the administrator with instructions to approve the subdivision upon compliance with conditions imposed by the board.

(Ord. 111 § 10.109, 1983)
(Ord. No. 390, § 18, 6-7-2010)

16.36.100 Recording.

Large lot subdivisions which have been approved by the administrator as evidenced by the administrator’s approving signature on the subdivision map(s) shall be recorded with the Grays Harbor County auditor.
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The action approving a large lot subdivision shall become effective if within twenty-one (21) days the subdivision is filed for record with the county auditor. No large lot subdivision which has received final approval shall be filed with the county auditor until the county treasurer has certified that all assessments and delinquent state and local taxes that have been levied have been paid.

Any public road or other dedications within the large lot subdivision requiring board approval shall only be accepted by the board of county commissioners through the adoption of a resolution.

(Ord. 111 § 10.110, 1983)
(Ord. No. 390, § 19, 6-7-2010)

16.36.110 Validity of information.

Approval of a large lot subdivision by the administrator does not constitute verification of the validity of information supplied by the applicant. The accuracy of such information remains the responsibility of the applicant.

(Ord. 111 § 10.111, 1983)

Article II
Design and Required Improvements
16.36.120 Lots.
16.36.130 Roads.
16.36.140 Easements.
16.36.150 Drainage.
16.36.160 Signs.
16.36.170 Permanent maintenance of improvements.
16.36.180 Surveys.
16.36.190 Monuments.
16.36.200 Postal mail boxes.

16.36.120 Lots.

A. Lot area and dimensions shall comply with the minimum standards of Title 17 of this code, the county shorelines management program, and any other county land use ordinance and shall conform to the standards and requirements of the environmental health division and State Department of Social and Health Services; provided that in the event of discrepancy the more stringent control shall apply.

B. Lot design, layout, and orientation shall be appropriate for the use intended. Lot clustering is encouraged for property containing critical protection areas.

C. Lot areas larger than the minimum requirements maybe required to provide for adequate sanitation, adequate domestic water supplies, adequate drainage, to lessen slide hazards, to aid in providing safe access to public roadways, or to accommodate other unique conditions or features which may warrant protection of the health and safety.

(Ord. 111 § 10.201, 1983)
16.36.130 Roads.

All large lot subdivisions shall comply with the applicable requirements of Grays Harbor County's adopted road standards.

When existing county right-of-way within or adjacent to proposed large lot subdivision is insufficient to meet adopted standards, the dedication of additional right-of-way may be required as a condition of approval.

(Ord. 111 § 10.202, 1983)

16.36.140 Easements.

A. Easements for the purpose of ingress and egress, critical area protection, and/or utility or drainage installation and maintenance, shall be legally established and be graphically portrayed on the large lot subdivision map.

B. When required by approval, easements for utility installation and maintenance shall conform to the standard width of seven feet along front lot lines, five feet along side lot lines, and ten (10) feet along rear lot lines.

C. Where a lot is traversed by a watercourse, drainage channel, or stream necessary for the public health and safety, or upstream drainage, provision shall be made for a drainage easement conforming substantially with the alignment of the watercourse and with an adequate width for maintenance and erosion control purposes as set forth in Chapter 18.06. This requirement shall not entail any responsibilities for watercourse maintenance on the part of the county and arrangements for maintenance may be required to the satisfaction of the administrator.

D. Where the configuration of land in a large lot subdivision is such that it is not feasible to dispose of road and lot drainage by means of a natural watercourse and where the volume of anticipated run-off could cause damage if disposed of over neighboring property, suitable easements and necessary drainage works and maintenance arrangements shall be provided over the neighboring property to the satisfaction of the administrator.

(Ord. 111 § 10.203, 1983)

(Ord. No. 390, § 21, 6-7-2010)

16.36.150 Drainage.

The design and installation of any drainage facility required by large lot subdivision approval shall be in accordance with standards for such facilities as set forth in the current edition of the Washington State Department of Ecology's "Stormwater Management Manual for Western Washington", and shall be approved by the administrator prior to approval and filing of the large lot subdivision map or release of bonds where improvements are bonded under the provisions of Section 16.36.220.

(Ord. 111 § 10.204, 1983)

(Ord. No. 390, § 22, 6-7-2010)

16.36.160 Signs.

Road signs shall be installed in accordance with county standards. Road names shall be approved by the public works division, the local postmaster, and any affected fire districts. Traffic signs and safety devices shall be provided and installed in accordance with state highway traffic control standards. All
private roads shall be identified by a sign with the notation “private road” of the same size as the road name and maintained in the same manner as the private road.

(Ord. 111 § 10.205, 1983)
(Ord. No. 390, § 23, 6-7-2010)

16.36.170 Permanent maintenance of improvements.

Arrangements shall be required for the permanent maintenance of all improvements within or serving a large lot subdivision which are not dedicated to and accepted by a public agency. The administrator may require that the maintenance arrangements be recorded with the map as covenants or notifications. Grays Harbor County shall have no responsibility to maintain any improvements which have not been dedicated to and accepted by the county. The county shall have no responsibility to enforce actual performance of any maintenance arrangements required by this subsection.

(Ord. 111 § 10.206, 1983)

16.36.180 Surveys.

A survey shall be required prior to approval for all large lot subdivisions creating three or more lots or any property subject to a large lot subdivision more than once in any five-year period. Where a large lot subdivision creating two lots is not based on a survey, a notification to that effect shall be inscribed on the face of the map.

(Ord. 111 § 10.207, 1983)

16.36.190 Monuments.

In any large lot subdivision when a survey is required, the applicant shall place permanent reference monuments in the subdivision as required herein and the placement of the monuments shall be approved by the applicant's surveyor.

A. Sufficient permanent monuments shall be set so that the survey of the large lot subdivision or any part of the survey may be readily retraced.
B. External plat boundary corners shall be monumented using one and one-half inch diameter metal pipe with a twenty-four (24) inch minimum length, filled with concrete and labeled with the surveyor's identification number or equivalent or better material approved by the public works division.
C. All streets to be improved to the standards for a county road shall be monumented as directed by the public works division.

(Ord. 351 § 4, 2006: Ord. 111 § 10.208, 1983)
(Ord. No. 390, § 24, 6-7-2010)

16.36.200 Postal mail boxes.

Mail boxes shall be established as required by the local postmaster. The public works department shall review proposed common mail box installations to assure their design will minimize congestion and hazards to traffic and may, if necessary, require the installation be served by a pullout lane, be accessible to adequate parking, and/or be adequately illuminated.

(Ord. 111 § 10.209, 1983)
Article III  
Inspection and Bonds   
16.36.210 Inspection.  
   16.36.220 Bonds.  

16.36.210 Inspection.  
   The inspection procedure for large lot subdivisions shall be the same as Section 16.20.320.  
   (Ord. 111 § 10.30, 1983)  

16.36.220 Bonds.  
   The requirements, authority, and procedures for bonds shall be the same as Sections 16.22.330 through 16.20.370.  
   (Ord. 111 § 10.40, 1983)  

Chapter 16.40 VARIANCES  
Sections:  
16.40.010 Application.  
16.40.020 Notice of hearing.  
16.40.030 Allowed when.  
16.40.040 Planning commission and board of adjustment recommendation.  
16.40.050 Board of county commissioners' action.  
16.40.060 Administrative variances.  

16.40.010 Application.  
   Variances from the foregoing regulations may be permitted under certain circumstances, provided a variance request is submitted in writing, together with the original subdivision, short subdivision, mobile home park, recreational vehicle and/or travel trailer park application, or commercial/industrial site plan application, or large lot subdivision application.  
   (Ord. 111 § 11.10, 1983)  

16.40.020 Notice of hearing.  
A. Hearing Body. The planning commission, board of adjustment and board of county commissioners shall conduct public hearings on all variance requests under provisions of sections of this title over which they have jurisdiction, other than administrative variances. Variances from requirements of Chapters 16.16 and 16.36 shall be heard and decided after public hearing by the board of county commissioners.
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B. Notice of Hearing. Notice of public hearings shall comply with the notice requirements set out in RCW 58.17.090. Variance hearings may be conducted concurrently with required subdivision and site plan hearings where a common hearing notice so specifies. Concurrent hearings are encouraged.

(Ord. 111 § 11.201, 1983)
(Ord. No. 390, § 25, 6-7-2010)

16.40.030 Allowed when.

Variances may be granted when the following findings are made:

A. There exists extraordinary conditions or unusual circumstances peculiar to the property and not the result of the action of the applicant;
B. A literal enforcement of the regulations would result in unnecessary and undue hardship;
C. Justice could be done and the public interest secured by granting of a suitable variance;
D. The variance conforms to the provisions of RCW 58.17 as amended.

(Ord. 111 § 11.30, 1983)

16.40.040 Planning commission and board of adjustment recommendation.

In recommending approval of variances, the planning commission and board of adjustment may require conditions that will, in its judgment, secure substantially the objectives of the standards or requirements varied.

(Ord. 111 § 11.401, 1983)

16.40.050 Board of county commissioners' action.

In granting variances over which they have final authority the board may adopt the conditions recommended by the planning commission and board of adjustment and/or may require their own conditions, which in their judgment will secure substantially the objectives of the standards or requirements so varied.

(Ord. 111 § 11.402, 1983)

16.40.060 Administrative variances.

Variances from the administrative procedures portions of this title may be granted by the board of county commissioners, upon recommendation of the planning division, when the board is assured the variance is in keeping with the general intent of this title, and the public health, safety, and welfare would not be adversely affected thereby in granting administrative variances the board may require their own conditions, which in their judgment will secure substantially the administrative procedures or requirements so varied.

No variance shall be granted from the provisions of RCW 58.17 and any procedure of this title mandated by RCW 58.17 as amended.

(Ord. 111 § 11.50, 1983)

Chapter 16.44 ENFORCEMENT
Sections:
16.44.010 Sale of land in unapproved subdivisions.

No land comprising any part of a proposed subdivision, short subdivision, mobile home park, recreational vehicle park, commercial/industrial site plan or large lot subdivision to be established in the unincorporated area of Grays Harbor County shall be sold, leased, ownership transferred, rented, or offered for sale, transfer or lease until after such subdivision, short subdivision, mobile home park, travel trailer park, commercial/industrial development; recreational vehicle park, or large lot subdivision has been approved as provided in this title and RCW 38.17. As permitted by RCW 58.17.205, lots within long plats given preliminary approval may be sold prior to final approval provided that all of the requirements of RCW 58.17.205 are observed. Any person being the owner, or agent of the owner, of such land who shall sell, lease, transfer ownership, or offer for sale, lease, or transfer of ownership, any lot or portion thereof in violation of this title shall be guilty of a misdemeanor. Each sale, lease, transfer of ownership, or offer for sale, lease, or transfer of ownership shall be a separate and distinct offense for each separate lot, or portion of the land.

(Ord. 111 § 12.101, 1983)
(Ord. No. 390, § 26, 6-7-2010)

16.44.020 Violation of approval.

Whenever land within a subdivision, short subdivision, mobile home park, recreational vehicle park, commercial/industrial site plan, or large lot subdivision granted final approval is used or divided in a manner or for a purpose which violates any provision of RCW 58.17 as amended, or this title, or any term or condition of short plat, plat, or large lot subdivision, or site plan approval prescribed by the board of county commissioners, or other authorized county body or official, then the Grays Harbor County prosecuting attorney may commence an action to restrain and enjoin such use and compel compliance with the provisions of RCW 58.17, or this title, or with such terms and conditions. The costs of such action may be levied against the violator.

(Ord. 111 § 12.102, 1983)

16.44.030 Unapproved subdivisions shall not be filed for record.

The auditor shall not accept any long plat, short plat, mobile home park site plan, recreational vehicle park site plan, commercial/industrial site plan, large lot subdivision, or any other map, plan, site plan, plat, instrument of subdivision or platting, document dividing land, record of survey which would divide land, any document with a metes and bounds description for the purpose of dividing land for sale, lease, or transfer of ownership, and any other platting document, diagram, or representation for filing until approval of the subdivision or site plan has been given in compliance with this title and evidenced by the approving signature of the authorized official(s). Should a plat, site plan, subdivision, map, or document be filed without such compliance, the prosecuting attorney shall apply for a writ or mandate in the name and on
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behalf of the board of county commissioners directing the auditor and assessor to remove from their files or records the unapproved subdivision, plat, or site plan.

(Ord. 111 § 12.103, 1983)
(Ord. No. 390, § 27, 6-7-2010)

16.44.040 Permits not to be issued for land divided in violation of this title.

No building permit, septic tank permit, or other development permit shall be issued for any lot divided in violation of RCW 58.17 or this title unless the authority authorized to issue such permit finds that the public interest will not be adversely affected thereby.

(Ord. 111 § 12.104, 1983)
(Ord. No. 390, § 28, 6-7-2010)

16.44.050 Remedies.

The Grays Harbor County prosecuting attorney shall have access to all remedies provided in this title and RCW 58.17 as it now exists or is hereafter amended.

(Ord. 111 § 12.20, 1983)

16.44.060 Judicial review of decisions.

Any decision approving or disapproving any plat, subdivision, or site plan, shall be reviewable as provided by Chapter 36.70 RCW, The Land Use Petition Act, as presently constituted or as may be subsequently amended. The action may be brought by any property owner in the city, town, or county having jurisdiction who deems himself or herself aggrieved thereby; provided, that the petition shall be filed with the court and served on all parties thereto within twenty-one (21) days from any final decision. Appellant shall bear the cost of all transcription or certification of records required to be filed with the superior court for such review.

(Ord. 290 § 3, 2001; Ord. 111 § 12.30, 1983)
(Ord. No. 390, § 29, 6-7-2010)

APPENDIX TO TITLE 16 SUBDIVISIONS

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Appendix A
APPLICATION CHECKLIST FOR SHORT SUBDIVISIONS
CREATING THREE OR FOUR LOTS

Preparation: The short plat, consisting of one or more pages, shall follow the form of figure 1 and be prepared as follows:

1. The short plat shall contain an accurate map of the subdivided land and any short plat creating three or four lots shall be based upon a complete survey.

2. The short plat shall contain the name(s), address(es), and telephone number(s) of all owners of land in the short plat and the names and tax parcel numbers of all adjoining owners.

3. The short plat shall contain the appropriate certifications, notifications, and any supplemental information.

4. Each sheet shall be an eighteen by twenty-four (18 x 24) inch mylar drafting film. All lettering and drawing shall be in permanent black ink, including any signatures, which shall be originals. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of two and one-half inches on the left and one-half inch on the remaining sides. Each sheet shall contain the following information:
   
   (a) The name of the short subdivision.
   
   (b) The section, township, and range of the short subdivision.
   
   (c) The number of the sheet and the total number of sheets in the set.

Map: The plat shall graphically portray a map of the subdivided land. The map shall be drawn at a convenient scale of not more than one inch equals two hundred (200) feet and include the following:

1. Vicinity sketch of the area in which the short subdivision is located.

2. Legal description of the land contained within the short subdivision.

3. Engineering scale, north point arrow, and basis of bearing.

4. All section, township, municipal and county lines lying within or adjacent to the subdivision.

5. The location and type of all monuments or other evidence used as ties to establish the short subdivision's boundaries.

6. The location and type of all permanent control monuments found and established at the controlling corners of the lot being subdivided and within the short subdivision.
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7. The boundary of the short subdivision with complete bearings and lineal dimensions with the boundary depicted in heavier lines than appears elsewhere on the plat.

8. The length and bearings of all straight lines; the radii, arcs, and semi-tangents of all curves.

9. The length of each lot line, together with bearings and other data necessary for the location of any lot line in the field.

10. The location, width, center line, and name of all existing or proposed roads and rights-of-way adjacent to the proposed short subdivision.

11. The location and width of all easements, shown with broken lines, and a description of the purpose thereof.

12. Lots identified by number and the total acreage of the lot.

13. The location of legal access from the nearest public road to the entire lot being divided.

14. Evidence the owners of property in the short subdivision and their successors save part ownership in or the legal right to use any private roads or easements providing access to or within the short subdivision.

15. Any critical protection areas as set forth in Chapter 18.06 within the short subdivision and in the vicinity thereof.

16. The location and widths of any easements and rights-of-way for public services or utilities within the area contained within the short subdivision.

17. The locations and dimensions of any existing or proposed road approaches.

18. The location and boundaries of all lands reserved in the deeds for the common use of the property owners of the short subdivision or the public shall be shown on the plat or indicated on an instrument of dedication.

19. The locations of permanent features which will have an impact upon the short subdivision, such as railroad right-of-way, and all utility rights-of-way.

20. The location and general outline of all permanent existing buildings, existing wells, water courses, bodies of water, existing overhead and underground utilities, section lines, township lines and other important features existing upon, over or under the land proposed to be subdivided.

21. Where topography influences the layout of lots or drainage, the administrator may require contour lines of sufficient intervals to show the topography of the land to be subdivided.

22. A method of supplying water showing location and description of the source.

23. A method for sewage disposal indicating type and location of the facilities.

24. The present zoning of the area within the short plat.
Certifications: The short subdivision shall contain the following certifications:

1. A certification by the owners in fee simple, and those having interest in the property, that the creation of the short subdivision is by their free will and consent.

2. When a survey is required, a certification by a land surveyor, stating that the short subdivision is based upon an actual survey and the course and distances and all required stakes and monuments are placed in the ground. The certification shall follow the following form:
Surveyor's Certificate

This map correctly represents a survey made by me or under my direction in conformance with the Survey Recording Act at the request of ____________ on ____________.

I certify that all required stakes and monuments are placed on the ground and I have approved their placement.

Signature

Date

Seal

3. A certificate by the Environmental Health Division, Public Works Division, and the Planning and Building Division that the short subdivision is in compliance with all short subdivision requirements of Title 16, and all conditions of summary short subdivision approval. The certifications shall follow the following forms:

(a) Preliminary inspections indicate soil conditions may allow the use of septic tanks as a means of sewage disposal for some but not necessarily all building sites within this short plat. Prospective purchasers of lots are urged to make inquiry at the Grays Harbor Environmental Health Division about the issuance of septic tank permits for specific lots.

Water Supply:

Approved for:

Individual Use;

Community Use;

Disapproved;

Environmental Health Specialist

Date

Director of Environmental Health

Date

(b) Examined and approved this ____________ day of ____________. (For road use only)

Grays Harbor County Public Works Director

(c) Examined and approved this ____________ day of ____________.  

Grays Harbor County Planning Director

4. A certification by the county treasurer that all property taxes to date have been paid. The certification shall follow the following form:
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I hereby certify that all state and county taxes hereto levied against the short platted property described hereon, according to the books and records of my office, have been fully paid and discharged.

________________________
Deputy Treasurer

________________________
Date

5. A certification of approval by the Board of County Commissioners, The certification shall follow the following form:

Examined and approved this ;#rule; day of ;#rule; 2 ____________.

Chairman, Board of County Commissioners Grays Harbor County

Attest:

Clerk, Board of County Commissioners Grays Harbor County

(Seal)

6. A certification of filing by the county auditor. The certification shall follow the following form:

Filed for record at the request of the ____________ this ;#rule; day of ;#rule; A.D. 2 ____________, at ;#rule; minutes past ;#rule; ____________ M., and recorded in Volume ;#rule; of Plats page ;#rule; Records of Grays Harbor County, Washington.

BY:

Deputy County Auditor

Grays Harbor County Auditor

Notifications: The short plat shall, when applicable, contain the following statements under the title stated, and any other statements as required by summary approval. Said statements shall be numbered appropriately.

NOTICE TO POTENTIAL PURCHASERS

1. Contact the Grays Harbor County Environmental Health Division regarding regulations governing private and public well and sewage disposal system requirements.

2. Approval of this short subdivision does not constitute approval of each lot for on-site sewage disposal systems. Approval of each site will be conditional on building plot plans, contours, and soils of individual lots.

3. A potable water source is not supplied to (identify lot numbers).

4. Access onto (identify county or state road number) as per permit (identify permit number and issuance date of permit).

5. Lots created herein shall not be further divided in any manner within a period of five years without the filing of a final long subdivision.

Supplementary:

1. When applicable, all dedications, easements, covenants, and restrictions shall be precisely indicated on the face of the short subdivision.

2. If the short subdivision contains a private road or easement, there shall be inscribed on the face of the plat the following language:
"Warning, Grays Harbor County has no responsibility to build, impose, maintain, or otherwise service the private roads or easements within or providing access to property described in this short subdivision."

3. If the short subdivision is not based on a survey, the following notification shall be inscribed on the face of the plat:

"This subdivision of land is not based on a survey. Grays Harbor County neither makes nor provides any assurance or warranty as to the size of the lot or the actual location of any lot, lot line, or easement."

4. If the short subdivision contains critical protection areas as set forth in chapter 18.06, the following notification shall be inscribed on the face of the plat:

"Notice: This site lies within a critical protection area as identified in Grays Harbor County Code Chapter 18.06. The site was the subject of a development proposal for [application number] filed on [date]. Restrictions on use or alteration of the site may exist due to natural conditions of the site and resulting regulation. Review of such application provides information on the location of the critical protection area and the restrictions on the site. A copy of the application site map showing the critical protection area is attached hereto."

5. If the short subdivision is located within a critical aquifer recharge area as set forth in chapter 18.06, the following notification shall be inscribed on the face of the plat:

"Notice: This site lies within a critical aquifer recharge area as identified in Grays Harbor County Code Chapter 18.06.145. The site was the subject of a development proposal for [application number] filed on [date]. A best management practices plan has been prepared for this site that contains (a) hazardous material best management practices, (b) integrated pest best management practices, and (c) landscape maintenance best management practices. A copy of the plan is attached hereto."

Submission: The short plat shall be submitted as follows:

1. Three paper copies, together with any accompanying data and documents, in addition to the reproducible original.

2. A recording fee, payable to the Grays Harbor County auditor, shall accompany the plat when filed.

3. A plat certificate confirming the title of the land as described and shown on the plat in the name of those signing a declaration or dedication, with easement references shall be submitted prior to final approval and filing.

4. Every short plat containing a dedication filed for record must be accompanied by a title report confirming that the title of the lands as described and shown on said plat is in the same name of the owners signing the certificate or instrument of dedication and free of any encumbrances.

5. The plat shall, if creating three or more lots, be accompanied by a complete survey of the section or sections in which the plat or replat is located or as much thereto as may be necessary to properly orient the plat within such section or sections. The survey shall be submitted with complete field notes, computation notes and a sketch showing all distances, angles and calculations required to determine corners and distances of the plat.

CHECKLIST FOR SHORT SUBDIVISIONS CREATING TWO LOTS

1. The applicant for a short subdivision creating two lots shall submit the information specified in 2 below on any forms required by the administrator or, at the administrator's option, one or more eight and one-half by fourteen (8½ × 14) inch sheets of paper, or any other material approved by the administrator.

2. The information submitted shall include:
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(a) The name, mailing address, and telephone number of the applicant(s) and property owner(s).

(b) The common address of the property for which the application for a short subdivision is submitted.

(c) A legal description of the property for which the application for a short subdivision is submitted and each of the two lots to be created. The legal descriptions shall include all contiguous land owned by the applicant. As required by section 16.08.090, the legal descriptions shall be written and certified by either a land surveyor, attorney, engineer, or title company employee.

(d) A sketch of the proposed short subdivision showing:
   (1) The boundary lines of each lot.
   (2) The approximate location and width of any existing or proposed public or private rights-of-way on or adjacent to the property.
   (3) The approximate location and width of any existing or proposed driveway approaches, which provide access to any lot from a public street or public road.
   (4) The approximate location and width of any existing or proposed public or private easements on or adjacent to the property.
   (5) The approximate location of any critical protection areas as set forth in chapter 18.06 and any drainage facilities or drainage works which exist or are proposed by the applicant on or adjacent to the property.
   (6) The approximate location of any existing buildings and/or wells on the property proposed for short subdivision.
   (7) Any lots to which potable water will not be provided shall be identified on the sketch.
   (8) An arrow showing the approximate direction of north.
   (9) The sketch shall be drawn to scale and the scale shall be shown. The scale shall be appropriate to the size of the property being divided and acceptable to the administrator.

(e) The proposed source of domestic water.

(f) The proposed method of domestic sewage disposal.

(g) Any notification or statement required by Sections 16.16.210 and 16.16.240 and/or the administrator shall be inscribed or affixed to the sketch before final approval may be granted.

(h) A certification signed by those having an interest in the property being divided that the creation of the short subdivision is by their free will and consent shall be inscribed, affixed, or attached to the sketch before final approval may be granted.

3. The sketch and any supporting information shall be submitted to the administrator with the application fee.


(Ord. No. 388, § 42, 6-7-2010)

Appendix B

SKETCH PLAN ALTERNATIVE REVIEW PROCEDURE
APPLICATION CHECKLIST FOR SHORT SUBDIVISIONS
CREATING THREE OR FOUR LOTS

Grays Harbor County, Washington, Code of Ordinances
Title 16 SUBDIVISIONS

1. The short subdivision application form provided by the Planning Division shall be completely filed out; the information shall include:
   (a) Name, address, etc. of owner and applicant; if same so state.
   (b) Legal description of the lot to be divided (all contiguous land owned).
   (c) A sketch of the proposed short subdivision on eight and one-half by fourteen (8½ × 14) inch paper showing:
      (1) boundary lines of lot
      (2) north arrow
      (3) existing right-of-way including the road name, the county road number, and width, together with the physical location of the roadway and appurtenances, i.e., the edge of the pavement, ditches, and/or drainage facilities and their relationship to the right-of-way
      (4) location of critical protection areas as set forth in Chapter 18.06, permanent structures, wells, section lines, and existing and proposed driveway approaches
      (5) topography of land, unless specifically waived by the administrator
      (6) location and width of easements
      (7) utility and railroad rights-of-way
      (8) layout and dimensions of lots to be created
      (9) surrounding land uses and developments
      (10) proposed domestic water source
      (11) proposed method of sewage disposal
      (12) present zoning

2. Submit the application to the Planning Division office along with the application fee.

   SKETCH PLAN ALTERNATIVE REVIEW PROCEDURE
   APPLICATION CHECKLIST FOR SHORT SUBDIVISIONS
   CREATING TWO LOTS

1. The applicant for a short subdivision creating two lots and electing to use the Sketch Plan Review Procedure should submit the information specified in 2 below on any forms required by the administrator or, at the administrator's option, one or more eight and one-half by fourteen (8½ × 14) inch sheets of paper, or any other material approved by the administrator. The sketch plan filed with the administrator need not include all the information specified in 2 below if the administrator finds an adequate review can be conducted.

2. The information submitted shall include:
   [(a)] The name, mailing address, and telephone number of the applicant(s) and property owner(s).
   (b) The common address of the property for which the application for a short subdivision is submitted.
   (c) A legal description of the property for which the application for a short subdivision is submitted and each of the two lots to be created. The legal descriptions shall include all contiguous land owned by the applicant. As required by Section 3.90, the legal descriptions shall be written and certified by either a land surveyor, an attorney, an engineer, or an employee of a title company.
   (d) A sketch plan of the proposed short subdivision showing:
      (1) The boundary lines of each lot.
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(2) The approximate location and width of any existing or proposed public or private rights-of-way on or adjacent to the property.

(3) The approximate location and width of any existing or proposed driveway approaches, which provide access to any lot from a public street or public road.

(4) The approximate location and width of any existing or proposed public or private easements on or adjacent to the property.

(5) The approximate location of any critical protection areas as set forth in Chapter 18.06 and any drainage facilities or drainage works which exist or are proposed by the applicant on or adjacent to the property.

(6) The approximate location of any existing buildings and/or wells on the property proposed for short subdivision.

(7) Any lots to which potable water will not be provided shall be identified on the sketch.

(8) An arrow showing the approximate direction of north.

(9) The sketch shall be drawn to scale and the scale shall be shown. The scale shall be appropriate to the size of the property being divided and acceptable to the administrator.

(e) The proposed source of domestic water.

(f) The proposed method of domestic sewage disposal.

3. The sketch plan and any supporting information shall be submitted to the administrator with the application fee.


(Ord. No. 388, § 43, 6-7-2010)

Appendix C

PRELIMINARY LONG SUBDIVISION CHECKLIST

1. Preliminary Long Subdivision: The scale of the preliminary subdivision shall be not less than fifty feet nor more than two hundred feet to one inch. Unless otherwise approved, the preliminary plat shall measure eighteen by twenty-four (18 × 24) inches. In addition, the preliminary subdivision shall specifically and clearly show the following feature and information on one or more maps or drawings:

(a) The name of the proposed plat, subdivision, or dedication.

(b) A legal description of all lands included in the proposed plat, subdivision, or dedication.

(c) The names and addresses of owners of record of unplatted property within three hundred (300) feet of the proposed subdivision and the names and tax parcel numbers of all adjacent properties.

(d) Existing monuments and markers.

(e) The boundary lines and acreage of the lot to be subdivided.

(f) The location, width, and names of all existing or platted streets, road approaches, or other public or private ways within or nearby the proposed development and other important features, such as the general outline of permanent buildings, critical protection areas as set forth in Chapter 18.06, power lines, telephone lines, railroad lines, municipal boundaries, township lines and section lines.

(g) The general location and size of all existing sewers, water mains, culverts, and other underground installations within the lot and immediately adjacent thereto, as far as can be determined.

(h) Contours of sufficient interval to show the topography of the entire lot, unless specifically waived by the administrator.
(i) The layout of proposed street right-of-way lines, alley and easement lines, road approaches, and the layout and approximate dimension of blocks, and the general outline of proposed building envelopes and setbacks.

(j) The tentative grades of each street.

(k) All tracts of land intended to be dedicated or temporarily reserved for public use or to be reserved in the deeds for the common use of the property owners in the subdivision shall either be described and noted in an instrument of dedication or on the preliminary plat. The purpose, conditions or limitations of such dedications or reservations shall be clearly indicated.

(l) The present zoning and the zoning of surrounding properties.

(m) The method and source of the water supply and sewage disposal method(s).

(n) The indication of any portion or portions of the plat for which successive or separate final plats are to be filed.

(o) A vicinity sketch indicating the boundary lines and names of adjacent subdivisions, streets, and lot lines of adjacent lots, and the relationship of the proposed plat to major highways, schools, parks, shopping centers, and similar facilities.

(p) Two copies of any proposed restrictive covenants.

2. Preliminary Street Grades, Utility, and Drainage Facilities:

(a) The engineer may require submission of two copies of proposed street grades and profiles where in his/her opinion conditions so warrant.

(b) If the subdivider elects to install sewers, water lines, or street lighting, he/she shall indicate the source and method of distribution, collection, or treatment, and include two copies of the general layout of such utilities with the preliminary plat.

(c) Natural water courses and drainage ways shall be located within an easement reserving to the county the right to enter such properties for the purpose of flood control or protection.

(d) List the existing and/or proposed utilities serving the proposed subdivision, including but not limited to the power supplier(s), gas company, telephone company, sanitary sewer facility provider, domestic water facilities, drainage district, tire district, and school district.

3. Submit the preliminary long subdivision to the Planning Division office along with the application fee and a drainage plan, if required.

(Ord. 111 Appx. C, 1983)

(Ord. No. 388, § 44, 6-7-2010)

Appendix D

FINAL LONG PLAT CHECKLIST

Preparation: The final long plat, consisting of one or more pages, shall be prepared as follows:

1. The final long plat shall be based upon a complete survey and contain an accurate map of the subdivided land showing all contiguous lots owned by the applicant.

2. The final long plat shall contain the appropriate certifications, notifications, and any supplemental information.

3. Each sheet will be an eighteen by twenty-four (18 x 24) inch mylar, or similar reproducible material. All lettering and drawing shall be in permanent black inks including any signatures, which shall be originals. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of two and one-half inches on the left and one-half inch on the remaining sides. Each sheet shall contain the following information:

(a) The name of the subdivision.
(b) The number of subdivisions filed, which shall be numbered in sequence of filing.
(c) The section, township, and range of the subdivision.
(d) The number of the sheet and the total number of sheets in the set.

Map: The final plat shall graphically portray a map of the subdivided land which shall include:

1. A complete survey of the section or sections in which the plat or replat is located; or as much thereof as may be necessary to properly orient the plat within such section or sections. The plat and section survey shall be submitted with complete field and computation notes showing the original or reestablished corners with descriptions of the same and actual traverse showing error of closure and method of balancing. A sketch showing all distances, angles, and calculations required to determine corners and distances of the plat shall accompany this data. The allowable error of closure shall conform to the requirements of state law and regulation and shall not exceed one foot in five thousand (5,000) feet.

2. A vicinity sketch of the area in which the subdivision is located.
3. A legal description and the acreage of the land contained within the subdivision.
4. The names, addresses, and phone numbers of the property owners of the land subdivided.
5. An engineering scale, north arrow, and description of the basis of bearing.
6. All section, township, municipal, and county lines lying within or adjacent to the subdivision.
7. The location of all monuments or other evidence used as ties to establish the subdivision's boundaries.
8. The location and description of all permanent control monuments found and established at the controlling corners of the lot being subdivided and within the subdivision.
9. The boundary of the subdivision with complete bearings and lineal dimensions; the boundary shall be depicted with heavier lines than appears elsewhere on the plat.
10. The length and bearings of all straight lines; the radii, arcs, and semi-tangents of all curves. Curve data shall include but not necessarily be limited to the delta, radius, and length of each curve.
11. The length of each lot line, together with bearings and other data necessary for the location of any lot in the field.
12. The location, width, centerline, name and county road number of all roads within and adjoining the subdivision including the right-of-way widths and any physical improvements of such roads such as edges of pavement, drainage facilities, etc.
13. The location and width of all easements, shown with broken lines, and a description of the purpose thereof.
14. All roads not dedicated to the public must be clearly marked on the face of the final plat.
15. The location and dimensions of any existing or proposed road approaches.
16. Numbers assigned to all lots and blocks within the subdivision and the total acreage of each lot.
17. Names of any adjacent subdivisions.
18. All tracts of land intended to be dedicated or temporarily reserved for public use or to be reserved in the deeds for the common use of the property owners in the subdivision shall either be described and noted in an instrument of dedication or on the final plat. The purpose, condition, or limitations of such dedications or reservations shall be clearly indicated.
19. The location and general outline of all permanent existing buildings, existing wells, critical protection areas as set forth in Chapter 18.06, and other important features existing upon, over, or under the land proposed to be subdivided.
20. The layout and size of all utilities within and adjacent to the development including water lines, sewer lines, and power lines.

21. The method and source of the water supply and the sewage disposal method(s).

22. The present zoning and the zoning of surrounding properties.

23. The general outline of proposed building envelopes and setbacks.

Certifications: The final long plat shall contain the following certifications:

1. A certification by the owners, and those having interest in the property that the creation of the long subdivision is by their free will and consent. If the plat contains a dedication, the certificate or separate written instrument shall contain the dedication of streets and/or other areas to be dedicated to the public or some other party. If the dedication is to be public, the certificate or instrument of dedication shall contain a waiver by the owners and their assigns of all claims for damages which may occur to adjacent properties by the construction, drainage, and maintenance of said road or area. When required, the certificate or instrument of dedication shall contain a waiver of the right of direct access to any street from any property. Said certificate or instrument of dedication shall be signed and acknowledged before a notary public by all parties having any ownership interest in the lands subdivided and recorded as part of the final plat.

2. A certification by the licensed land surveyor who platted the property stating the long plat is based upon an actual survey and the courses and distances and all required stakes and monuments are placed on the ground. The certification shall follow the following form:

I hereby certify that the plat of ____________ is based upon an actual survey and subdivision of a portion of Section ;#rule:, Township ;#rule:, Range ;#rule;W.M.; that the distances and courses shown thereon are correct and that the monuments have been set in the ground.

Seal

3. A certification by the Environmental Health Division, Public Works Division and the Planning and Building Division that the long subdivision is in compliance with all long subdivision requirements of Title 16 and all conditions for final long plat approval. The certifications shall follow the following forms:

(a) Preliminary inspections indicate soil conditions may allow the use of septic tanks as a means of sewage disposal for some but not necessarily all building sites within this long subdivision. Prospective purchasers of lots are urged to make inquiry at the Grays Harbor County Environmental Health Division about the issuance of septic tank permits for specific lots.

Water Supply:

Approved for:

Individual Use

Community Use

Disapproved

Environmental Health Specialist

____________

Date

Director of Environmental Health
(b) Examined and evaluated for conformance with the Grays Harbor County Code and applicable status; with any exemptions or conditions noted on the attached report filed with and by this reference incorporated in this plat pursuant to RCW 58.17.160.

Examined and approved this ;#rule; day of ;#rule;, 2__________.

P.E. Deputy Director for Grays Harbor County Director of Public Works

(c) Examined and approved this ;#rule; day of ;#rule;, 2__________.

Grays Harbor County Planning Director

4. A certification by the county treasurer that all property taxes to date have been paid. The certification shall follow the following form:

I hereby certify that all state and county taxes hereto for levied against the platted property described hereon, according to the books and records of my office, have been fully paid and discharged.

Deputy Treasurer

Date

5. A certification of approval by the Board of County Commissioners. The certification shall follow the following form:

Examined and approved this ;#rule; day of ;#rule;, 2__________.

Chairman, Board of County Commissioners Grays Harbor County

Attest:

Clerk, Board of County Commissioners Grays Harbor County, Washington

(Seal)

6. A certification of filing by the county auditor. The certification shall follow the following form:

Filed for record at the request of ____________ this ;#rule; day of ;#rule;, A.D. 2__________, at ;#rule; minutes past ____________, M., and recorded in Volume ;#rule; of Plats, page ;#rule;, Records of Grays Harbor County, Washington.

BY:

Deputy County Auditor Grays Harbor County

Notifications: The final long plat shall, when applicable, contain the following statements under the title stated, and any other statements as required by conditions for final plat approval. Said statements shall be numbered appropriately.

NOTICE TO POTENTIAL PURCHASERS

1. Approval of this subdivision does not constitute approval of each lot for on-site sewage disposal systems. Approval of each site will be conditional on building plot plans, contours, and soils of individual lots.
2. This subdivision has been designed to provide solar access to most building lots. Easements protecting the solar access of each lot from shading by buildings have also been provided. Builders and lot owners are encouraged to take full advantage of these features when siting and building structures.

Supplementary:

1. If the subdivision contains critical protection areas as set forth in Chapter 18.06, the following notification shall be inscribed on the face of the plat:

"Notice: This site lies within a critical protection area as identified in Grays Harbor County Code Chapter 18.06. The site was the subject of a development proposal for [application number] filed on [date]. Restrictions on use or alteration of the site may exist due to natural conditions of the site and resulting regulation. Review of such application provides information on the location of the critical protection area and the restrictions on the site. A copy of the application site map showing the critical protection area is attached hereto”.

2. If the subdivision is located within a critical aquifer recharge area as set forth in Chapter 18.06, the following notification shall be inscribed on the face of the plat:

"Notice: This site lies within a critical aquifer recharge area as identified in Grays Harbor County Code Section 18.06.145. The site was the subject of a development proposal for [application number] filed on [date]. A best management practices plan has been prepared for this site that contains (a) hazardous material best management practices, (b) integrated pest best management practices, and (c) landscape maintenance best management practices. A copy of the plan is attached hereto”.

Submission: The final long plat shall be submitted as follows:

1. Five paper copies, together with any accompanying data and documents, in addition to the reproducible original.

2. A recording fee payable to the auditor shall accompany the long plat.

3. Every plat containing dedication filed for record must be accompanied by a title report confirming that the title of the lands as described and shown on said plat is in the name of the owners signing the certificate or instrument of dedication and free of any liens and encumbrances.

(Ord. 298 § 6 (part), 2002; Ord. 292 § 6 (part), 2001; Ord. 111 Appx. D, 1983)

(Ord. No. 388, § 45, 6-7-2010)

Appendix E

DRAINAGE PLAN

The drainage plan for the development shall contain the following information and any other information deemed necessary by the director of public works.

1. Background information and computations for sizing drainage facilities:

   (a) A topographical map or maps, on a scale of one inch equals fifty (50) feet with five-foot contours or as determined by the public works division, which depicts the following information:

      (1) All natural drainage channels and patterns within or adjacent to the development and other existing drainage features and drainage easements.

      (2) The point(s) where the drainage from upstream properties currently enter(s) the property.
(3) The point(s) where drainage is discharged downstream from the property and the receiving waters (the receiving waters need not be indicated on a map, but may be noted in writing).

(4) The proposed development of the area and the estimated impervious surfaces.

(b) The acreage of the site, the estimated density, the estimated acreage of the site proposed for coverage by impervious surfaces given the proposed level of development.

(c) An estimate of the peak discharge and amount of surface water entering and leaving the subject property in its uncleared natural state as set forth in the current edition of the Washington State Department of Ecology's "Stormwater Management Manual for Western Washington".

(d) An estimate of the peak discharge and the amount of runoff entering and within the subject property which will be generated by the design storm given the proposed level of development, as set forth in the current edition of the Washington State Department of Ecology's "Stormwater Management Manual for Western Washington".

(e) Estimates of the peak discharge and the amount of runoff that will be generated by the design storm at as many points on the subject property as is necessary to adequately design, size, and evaluate the drainage system, as set forth in the current edition of the Washington State Department of Ecology's "Stormwater Management Manual for Western Washington". The public works division may require estimates for additional points if the information is necessary to evaluate the drainage system.

2. Proposed improvements for handling the computed drainage runoff.

(a) A topographical map or maps, on a scale of one inch equals fifty (50) feet with five-foot contours, or as determined by the public works division, of the proposed drainage system including existing and proposed drainage channels, easements, lot drainage, and retention and purification systems as set forth in the current edition of the Washington State Department of Ecology's "Stormwater Management Manual for Western Washington".


3. Arrangements by the developer to provide for continuing maintenance of the drainage facilities.

4. Every drainage plan submitted shall contain a statement signed by a Washington State licensed engineer certifying that the drainage plan conforms to the drainage requirements of this title including Appendixes E and F.

(Ord. 111 Appx. E, 1983)

(Ord. No. 388, § 46, 6-7-2010)

Appendix F

DRAINAGE SYSTEM STANDARDS

In general, plats and site plans shall provide for on-site or off-site detention of excess storm water runoff resulting from the development, in both its construction and fully developed phases. For the purposes of these requirements, "excess storm water runoff" shall include all increases in storm water resulting from an increase in the impervious surfaces of the site, including all additions of buildings, roads, and parking lots; changes in soil absorption caused by compaction during development; modifications in contours, including the filling or draining of small depressional areas, alteration of drainage channels or installation of a collection system to intercept street flows or to replace natural or other drainage ways; or the alteration of subsurface flows, including any ground water dewatering or diversion practices such as curtain drains, compared with the site in its natural state.
All elements of the storm water drainage system shall be designed, constructed, and maintained to operate satisfactorily during the design storm as set forth in the current edition of the Washington State Department of Ecology's "Stormwater Management Manual for Western Washington".

1. Design. The following design requirements shall apply to all subdivisions and other developments which require drainage plans.

(a) General Requirements.

(1) Surface water, both existing and potential, entering the subject property shall be received at the naturally occurring location and surface water existing on or flowing through the subject property shall be discharged at the natural location with adequate energy dissipators within the subject property to minimize downstream damage and with no diversion at any of these points. The management of surface water shall be consistent with the provisions of the current edition of the Washington State Department of Ecology's "Stormwater Management Manual for Western Washington".

(2) The peak discharge and peak runoff volume (from both surface and subsurface sources) for the subject property resulting from the design storm shall not be increased above the levels generated on the property in its uncleared, natural state due to the proposed subdivision or development. Peak discharge and peak runoff volume shall be consistent with the provisions of the current edition of the Washington State Department of Ecology's "Stormwater Management Manual for Western Washington".

(3) Retention/detention facilities shall be provided in order to handle all surface water in excess of the peak discharge of the property in its uncleared, natural state resulting from the design storm. The facilities shall be designed to prevent aggravation of any potential downstream peaking conditions. The construction and maintenance of retention and/or detention facilities shall be consistent with the provisions of the current edition of the Washington State Department of Ecology's "Stormwater Management Manual for Western Washington".

(4) Where open ditch construction is used to handle drainage within a development site, a minimum of fifteen (15) feet will be provided between any structures and the top of the bank of the defined channel.

i. In open channel work the water surface division shall be indicated on the plan and profile drawings. The configuration of the finished grades constituting the banks of the open channel shall also be shown on the drawings.
ii. Proposed cross-sections of the channel shall be shown with stable side slopes as approved by the public works division.

iii. The water surface elevation of the flow for the design storm shall be indicated on the cross-section.

(5) Lots shall be laid out so as to provide positive drainage away from all buildings. Individual lot drainage shall be coordinated with the general storm drainage pattern for the development, which shall be consistent with the provisions of the current edition of
(6) When a closed system is used to handle discharge within the tract lot, all structures will be a minimum of ten (10) feet from the closed systems.

(7) Storm water facilities shall be designed and built for low-cost, long-term maintenance.

(b) Construction. Construction materials and methods shall be in accordance with "Standards and Specifications for Municipal Public Works Construction" prepared by the American Public Works Association, latest edition, unless otherwise approved by the county. Copies of this publication are available for public inspection at the office of the county public works division.

(c) Erosion Control. Where drainage facilities discharge to natural drainage way or water courses, energy dissipation facilities shall be provided to prevent erosion and deterioration of the streambed or banks. Energy dissipation facilities shall be constructed of natural materials or materials fabricated solely for that purpose. Material such as broken concrete slabs, pipe, tires, scrap metal, or debris are prohibited. No person shall discharge drainage water from their projects to any point or in any manner not approved by the county. Erosion control measures to be employed shall be as set forth in the current edition of the Washington State Department of Ecology's "Stormwater Management Manual for Western Washington".

(d) Storage. All storage basins shall be designed to be consistent with the provisions of the current edition of the Washington State Department of Ecology's "Stormwater Management Manual for Western Washington", and in such a manner that the outlet structures are easily accessible for inspection, testing, and maintenance.

The release of runoff from the storage basin shall be through a weir, orifice, grate, pipeline, or any other structure approved by the public works division. The outlet facility shall provide a means for measuring the rate of outflow from the basin. Where storage basins are incorporated into the property development in the form of lakes or water bodies they shall be designed so as to avoid algae blooms and prevent stagnation. This area of concern shall be addressed in the permit application review of the proposed system and maintenance provisions including lake configuration, flushing, and algae control methods.

Arrangements shall be required for the maintenance of all storage basins, and for providing for the safety of the public as related to the storage basins. The county reserves the right to inspect such facilities at any time and upon written notice by the county to the persons or agency responsible for maintenance that the basin has been filled in to the point where the design capacity is no longer available, or the outlet structure is clogged or blocked, or in some other manner is not functioning as designed and approved, the problem shall be corrected by the responsible party. If the responsible party fails to respond to the written notice within twenty-one (21) days, the county may undertake the work and bill all time and material to the responsible party.

All storage basins shall be adequately fenced to prevent hazards to the public unless alternate measures are provided.

(e) Wetlands. Drainage system plans shall be prepared to include wetland area protection measures as set forth in Chapter 18.06

(f) Watercourses and Streams. Drainage system plans shall be prepared to include fish habitat conservation area protection measures as set forth in Chapter 18.06

2. Performance. The following performance standards are set as the minimum level of compliance.

(a) Water Quality. The storm and surface waters discharging from the subdivision drainage system shall be of such quality as to meet Class A water quality standards of WAC 173-201 or its successor herein adopted as part of the rules and regulations by reference.
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The drainage system shall be designed so that activities resulting from subdivision shall not introduce into drainage waters substances that would cause the water quality to degrade from applicable state standards. Products of erosion shall be prevented from entering the natural drainage system at all times, during both construction and developed phases of the development. All trash and debris shall be prevented from entering the drainage system at any point within the property.

(b) Vegetation Removal. When a development involves clearing of land, operations shall be conducted so as to expose the smallest practical area of soil to erosion for the least possible time during construction. Erosion control measures shall be undertaken from the time of beginning the clearing as set forth in the current edition of the Washington State Department of Ecology's "Stormwater Management Manual for Western Washington".

(Ord. 111 Appx. F, 1983)
(Ord. No. 388, § 47, 6-7-2010)

Appendix G

COST SHARING PROVISIONS FOR OFF-SITE ROAD IMPROVEMENTS

As provided in Sections 16.16.220 and 16.20.260, the county and applicant(s) may share the costs of reconstructing a substandard off-site county road when such improvements are required as a condition of plat approval. The county's proportional share shall be determined by the two formulas below. The costs for paving and related costs shall be figured separately from the costs of clearing grading, balasting, gravel surfacing, and related construction and engineering.

Paving Formula

\[
E \left( \frac{1}{R} \right) \times T = C
\]

WHERE:

E = The average width of the existing asphaltic concrete pavement, if any.
R = The width of asphaltic concrete pavement required by the applicable county road standards.
T = The total cost of pavement and labor required to reconstruct the substandard road to applicable county road standards.
C = The county's proportional share of the paving cost.

Regrading Formula

\[
E \left( \frac{1}{R} \right) \times T = C
\]
WHERE:

E = The average width of the existing roadway including shoulders and grade slopes.

R = The width of the roadway including shoulders and grade slopes required by the applicable county road standards.

T = The total cost of regrading required to reconstruct the substandard road to the applicable county road standards.

C = The county's proportional share of the paving cost.

The county's total proportional share is the sum of the results of the two formulas. The applicant(s) is obligated for the remainder of the cost of reconstructing the road to county standards. An example showing how to determine the county's proportional share is described below.

EXAMPLE

ASSUMPTIONS:

1. The applicant(s) is required to reconstruct one-half mile of a substandard county local access road.

2. The standard for the roadway (R in the regrading formula) is gravel base twenty-eight (28) feet wide. The standard for the asphaltic concrete pavement (R in the paving formula) is a pavement section twenty (20) feet wide.

3. The average width of the existing roadway (E in the regrading formula) is twenty-two (22) feet wide. The average width of the existing pavement (E in the paving formula) is sixteen (16) feet wide.

4. The total estimated costs for reconstructing the one-half mile of substandard county local access road is $32,500 - based on $7,500 for paving (T in the paving formula) and $25,000 for regrading (T in the regrading formula).

EXAMPLE CALCULATIONS:

Paving Formula:

\[
\frac{16}{20} \times 7,500 = 6,000
\]

Regrading Formula:

\[
\frac{22}{28} \times 25,000 = 19,640
\]
The county's total prorata share would be $25,640.

The applicant(s) would be responsible for the $6,860 balance.

(Ord. 111 Appx. G, 1983)
(Ord. No. 388, § 48, 6-7-2010)

Appendix H

MOBILE HOME PARK/RECREATIONAL VEHICLE PARK SITE PLAN

Applicants for mobile home park and recreational vehicle park site plan approval shall submit the following informational materials:

1. The name, address, and telephone number of the owner(s) and applicant.

2. A legal description of the lot proposed for mobile home or recreational vehicle park development and all contiguous land owned by the applicant together with the section, township, and range in which the property is located.

3. A site plan of the proposed mobile home park or recreational vehicle park. The site plan sheet shall be an eighteen by twenty-four (18 × 24) inch mylar. All lettering and drawing shall be in permanent black ink including any signatures, which shall be originals. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of two and one-half inches on the left and one-half inch on the remaining sides. The maps shall be drawn to a scale of not less than fifty (50) feet nor not more than two hundred (200) feet per inch. Each sheet shall contain the following information:
   (a) The name of the proposal.
   (b) The number of site plans filed, which shall be numbered in sequence of filing.
   (c) The section, township, and range of the site plan.
   (d) The number of the sheet and the total number of sheets in the set.
   (e) A north arrow, engineering scale, and basis of bearing.

4. The site plan shall include the following information:
   (a) A legal description of all lands included in the proposed site plan.
   (b) The boundary lines of the lot(s) and mobile home park or recreational vehicle park with dimensions.
   (c) The area of the proposed site plan.
   (d) A vicinity sketch (drawn to a scale approved by the administrator) showing sufficient area and detail to clearly locate the project in relation to arterial roads, natural features, landmarks, and section lines.
   (e) The existing rights-of-way (including road name, county road number, width, and improvements) within and adjacent to the site.
   (f) All roads, vehicular access ways and walkways within the site together with the horizontal alignment data of the proposed driveways and road approaches. Private roads should be noted on the site plan.
   (g) The proposed ingress and egress points.
   (h) The location of natural features, waterways, permanent structures, and section lines.
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(i) The location and width of existing and proposed easements, shown with broken lines and a description of the easements’ purpose and submitted verification of the right to utilize easements as proposed.

(j) The proposed location of all mobile homes, accessory structures and sites with setback lines sufficiently accurate to ensure compliance with setback requirements and computing lot coverage.

(k) Any proposed buildings, setbacks and the uses of land and buildings.

(l) The proposed domestic water source.

(m) The proposed method of sewage disposal.

(n) The present zoning.

(o) Any fire protection measures to be provided.

(p) The location and acreage of the proposed areas to be devoted to recreation, open space, critical protection area tracts or easements, and buffers.

(q) The location of and size of all proposed parking and bulk storage areas.

(r) The existing and proposed topography on a map with contour intervals of no more than five feet, unless specifically waived by the administrator and any stabilizing measures for fill and cut slopes (e.g. plantings, retaining walls).

(s) The stages to be built in progression, if any.

(t) The layout of utilities and drainage ways within the development.

(u) The names of any adjacent mobile home parks, recreational vehicle parks, and plats.

(v) The number of units and the density of the overall development and of each zoning district within the development, if the development is within more than one district.

4. When required by this ordinance the site plan shall be accompanied by written evidence that the water and sewer services provider(s) will furnish those services the applicant has indicated they will provide.

5. If the proposal contains five or more sites a storm drainage plan with maps showing existing vegetation, slopes, and drainage conditions, as well as the proposed alteration and drainage control devices as required in Appendices E and F.

6. A certification by the owner(s), and those having an ownership interest in the property, that the creation of the site plan is by their free will and consent. If the site plan is subject to a dedication, the certificate or separate written instrument shall contain the dedication of all streets and/or other areas to be dedicated to the public or some other party. If the dedication is to public, the certificate or instrument of dedication shall contain a waiver by the owners and their assigns of all claims for damages which may occur to adjacent properties by the construction, drainage, and maintenance of said road or area. When required, the certificate or instrument of dedication shall contain a waiver of the right of direct access to any street from any property.

Said certificate or instrument of dedication shall be signed and acknowledged before a notary public by all parties having any ownership interest in the land subdivided and recorded with the approved site plan.

7. The following certifications and materials shall be included with the site plan when it is filed for record. (NOTE: The boundary survey need not be undertaken until the site plan has been approved.)

(a) Every site plan containing a dedication filed for record must be accompanied by a title report confirming that the title of the lands as described and shown on said plat is in the name of the owners signing the certificate or instrument of dedication.
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(b) Every site plat filed for record shall include a complete boundary survey which shall include a complete survey of the section or sections in which the site plan is located, or as much thereof as may be necessary to properly orient the site plan within such section or sections. The site plan and section survey shall be submitted with complete field and computation notes showing the original or reestablished corners with descriptions of the same and actual traverse showing error of closure and method of balancing. A sketch showing all distances, angles, and calculations required to determine the corners and distances of the site plan shall accompany this data. The allowable error of closure shall conform to the requirements of state law and regulations and shall not exceed one foot in five thousand (5,000) feet.

(c) A certification by the land surveyor who surveyed the area within the site plan stating the site plan filed for record accurately reflects the actual boundary survey and all required monuments are placed on the ground.

(d) A certification by the environmental health division, public works division, and the planning and building division that the site plan is in compliance with all requirements of Title 16, and all conditions for final site plan approval and a certificate of approval signed by the chair of the board of county commissioners. A certificate from the county treasurer indicating all property taxes have been paid shall also be included on the face of the site plan. The certifications shall follow the form in Appendix D.

(e) Every site plan filed for record shall include the following notification:

NOTICE

The development, use, and permitted densities upon the property subject to this approved site plan shall be in conformity to the terms, requirements, and representations on and attached to the approved site plan. This requirement of conformity shall apply to all subsequent owners, assigns, and heirs of this property as long as the site plan shall remain in force.

(Ord. 298 § 6 (part), 2002; Ord. 292 § 6 (part), 2001; Ord. 111 Appx. H, 1983)

(Ord. No. 388, § 49, 6-7-2010)

Appendix I

COMMERCIAL/INDUSTRIAL SITE PLAN CHECKLIST

Applicants for commercial or industrial site plan approval shall submit the following information and materials:

1. The name, address, and telephone number of the owner(s) and applicant.

2. A legal description of the lot proposed for commercial or industrial site plan review and all contiguous land owned by the applicant, together with the section, township, and range in which the property is located.

3. A site plan of the proposed commercial or industrial subdivision. The site plan sheet shall be an eighteen by twenty-four (18 × 24) inch mylar. All lettering and drawing shall be in permanent black ink, including any signatures, which shall be originals. A marginal line shall be drawn completely around the sheet, leaving an entirely blank margin or two and one-half inches on the left and one-half inch on the remaining sides. The maps shall be drawn to a scale of not less than fifty (50) feet nor not more than two hundred (200) feet per inch. Each sheet shall contain the following information:

(a) The name of the proposal.

(b) The number of site plans filed, which shall be numbered in sequence of filing.

(c) The section, township, and range of the site plan.
(d) The number of the sheet and the total number of sheets in the set.

(e) A north arrow, engineering scale, and basis of bearing.

4. The site plan shall include the following information:

(a) A legal description of all lands included in the proposed site plan.

(b) The boundary lines of the lot to be divided depicted with heavier lines than appear elsewhere on the plan.

(c) The acreage of the land to be divided.

(d) The location, width, name, and county road number of all existing or platted streets or other public ways within or adjacent to the proposed development together with the road improvements and other important features on or adjacent to the proposed such as the general outline of permanent buildings, critical protection areas as set forth in Chapter 18.06 power lines, telephone lines, railroad lines, municipal boundaries, township and section lines and any natural features.

(e) The general location and size of all existing sewers, water mains, culverts, and other underground installations within the lot and immediately adjacent thereto, as far as can be determined.

(f) Contours of sufficient interval to show the topography of the entire tract lot, unless specifically waived by the administrator and any stabilizing measures for cut and fill slopes.

(g) The layout of proposed street right-of-way lines, alley and easement lines, and the layout and appropriate dimensions of lots and blocks and the proposed ingress and egress points. Private streets should be noted on the face of the site plan.

(h) The location of natural features, including waterways, critical protection areas as set forth in Chapter 18.06 within and adjacent to the land to be divided.

(i) The grades of each street, together with the horizontal alignment data.

(j) All tracts of land intended to be dedicated or temporarily reserved for public use or to be reserved in the deeds for the common use of the property owners in the site plan, whether either shown on the preliminary site plan or noted and described on an instrument of dedication. The purpose, condition, or limitations of such dedications or reservations shall be clearly indicated.

(k) The indication of any portion or portions of the site plan for which successive or separate final site plans or plats are to be filed.

(l) The proposed water source.

(m) The method of sewage disposal.

(n) The present zoning and the zoning of surrounding properties.

(o) The proposed buildings, setbacks, and the proposed uses of land and buildings.

(p) The areas to be devoted to open space, critical protection area tracts or easements, buffers, and the location of landscaping.

(q) The location, acreage, and the list of materials to be used in landscaping and their general location.

(r) The layout of utilities within the development.

(s) A vicinity sketch (drawn to a scale approved by the administrator) indicating the boundary lines and names of adjacent developments, streets, and property lines of adjacent lots, and the relationship of the proposed plan to major highways, schools, parks, shopping centers, waterways and similar features.
(t) All roads not dedicated to the public must be clearly marked on the site plan.

(u) Two copies of any proposed restrictive covenants.

(v) The engineer may require submission of two copies of proposed street grades and profiles where in his/her opinion conditions so warrant.

5. When required by this ordinance the site plan shall be accompanied by written evidence the water and sewer service provider(s) will furnish those services the applicant has indicated they will provide.

6. A storm drainage plan with maps showing the existing vegetation, slopes, and drainage conditions, as well as the proposed alteration and drainage control devices as required in Appendices E and F shall be submitted with the site plan.

7. A complete survey of the section or sections in which the site plan or redivision is located, or as much thereof as may be necessary to properly orient the plat within such section or sections shall be submitted with the proposed site plan. The plan and section survey shall be submitted with complete field and computation notes showing the original or reestablished corners with descriptions of the same and actual traverse showing error of closure and method of balancing. A sketch showing all distances, angles and calculations required to determine corners and distances of the plat shall accompany this data. The allowable error of closure shall not exceed one foot in five thousand (5,000) feet. Together with the following information:

(a) The location of and description of all monuments or other evidence used as ties to establish the site plan's boundaries.

(b) The location and description of all permanent control monuments found and/or established at the controlling corners of the lots being divided and within the site plan.

(c) The boundary of the site plans with complete bearings and lineal dimensions; depicted with heavier lines than appear elsewhere on the plat.

(d) The length and bearings of all straight lines, the radii, arcs, and semi-tangents of all curves.

(e) The length of each lot line, together with bearings and other data necessary for the location of any lot line in the field.

8) Every site plan submitted for approval must contain the following certifications and notices:

(a) A certification by the owners, and those having an ownership interest in the property, that the creation of the site plans is by their free will and consent. If the site plan is subject to a dedication, the certificate or a separate written instrument of dedication shall provide wording for the dedication of streets and/or other areas shown on the site plan to the public or some other party. If the dedication is to be public, the certificate or written instrument of dedication shall contain a waiver by the owners and their assigns of all claims for damages which may occur to adjacent properties by the construction, drainage, and maintenance of said road or area. When required, the certificate or instrument of dedication shall contain a waiver of the right to direct access to any street from any property. Said certificate or instrument of dedication shall be signed and acknowledged before a notary public by all parties having any ownership interest in the lands divided and recorded as part of the approved site plan.

(b) A certification by the land surveyor who divided the property stating the site plan is based upon an actual survey and the courses and distances are accurate and all required stakes and monuments are placed on the ground. The certification shall follow the form in Appendix D.

(c) A certification by the environmental health division, public works division, and the planning and building division that the site plan is in compliance with all site plan requirements of Title 16, all conditions for final site plan approval and a certificate of approval signed by the chair of the board of county commissioners.
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(d) A certificate from the county treasurer indicating all property taxes have been paid shall also be included on the face of the site plan. The certifications shall follow the forms in Appendix D.

(e) Notifications: The site plan filed for record shall contain the following statement under the title stated, and any other statements as required by conditions for site plan approval. The statements shall be numbered appropriately.

NOTICE

The development, use, and permitted densities upon the property subject to this approved site plan shall be in conformity to the terms, requirements, and representations on and attached to the approved site plan. This requirement of conformity shall apply to all subsequent owners, assigns and heirs of this property as long as the site plan shall remain in force.

Supplementary:

1. If the commercial/industrial site plan contains critical protection areas as set forth in Chapter 18.06, the following notification shall be inscribed on the face of the plat:

"Notice: This site lies within a critical protection area as identified in Grays Harbor County Code Chapter 18.06. The site was the subject of a development proposal for [application number] filed on [date]. Restrictions on use or alteration of the site may exist due to natural conditions of the site and resulting regulation. Review of such application provides information on the location of the critical protection area and the restrictions on the site. A copy of the application site map showing the critical protection area is attached hereto".

2. If the commercial/industrial site plan is located within a critical aquifer recharge area as set forth in Chapter 18.06.145. The site was the subject of a development proposal for [application number] filed on [date]. A best management practices plan has been prepared for this site that contains (a) hazardous material best management practices, (b) integrated pest best management practices, and (c) landscape maintenance best management practices. A copy of the plan is attached hereto".

(f) Covenants: The site plan filed for record shall contain the following covenant under the title stated, and any other covenants required by conditions for site plan approval. Said statements shall be numbered appropriately.

COVENANT

The obligation of maintaining all drainage facilities not located on the road right-of-way dedicated to the county or other public agency shall be the obligation of the owners of the lots in the site plan or of any additional developments that may be served by said drainage facilities and shall be concurrently the obligation of any corporation in which title is held, until such time as the property is included in a drainage district. Each lot shall have an equal interest and obligation in such private drainage facilities.

(Ord. 298 § 6(part), 2002; Ord. 292 § 6 (part), 2001; Ord. 111 Appx I, 1983)
(Ord. No. 389, § 22, 6-7-2010)

Appendix J

APPLICATION CHECKLIST FOR LARGE LOT

SUBDIVISIONS CREATING THREE OR MORE LOTS

Preparation: The large lot subdivision application, consisting of one or more pages, shall be prepared as follows:
1. The large lot subdivision shall be shown on an accurate map of the divided land and any
division creating, three or more lots or subjected to a large lot division more than once in five
years shall be based upon a complete survey.

2. The map shall contain the name, address, and telephone number of the owners and the
applicant.

3. The map shall contain the appropriate certifications, notifications, and any supplemental
information.

4. Each map sheet shall be an eighteen by twenty-four (18 × 24) inch mylar. All lettering and
drawing shall be in permanent black ink, including any signatures, which shall be originals. A
marginal line shall be deemed completely around each sheet, leaving an entirely blank margin
at two and one-half inches on the left and one-half inch on the remaining sides. Each map sheet
shall contain the following information:

(a) The name of the large lot subdivision.
(b) The section, township, and range of the large lot subdivision.
(c) The number of the sheet and the total number of sheets in the set.
(d) A north arrow, engineering scale, and basis of bearing.

Map: The final plat shall graphically portray a map of the divided land. The map shall be
drawn at a convenient scale of not more than one inch equals two hundred (200) feet and
include the following:

1. Vicinity sketch of the area in which the large lot subdivision is located.
2. Legal description of the land contained within the large lot subdivision.
3. The names of the owners of adjacent parcels of land and the parcel numbers.
4. Engineering scale, north point arrow, and basis of bearing.
5. The acreage of the parcel being divided.
6. All section, township, municipal, and county lines lying within or adjacent to the
subdivision.
7. The location and type of all monuments or other evidence used as ties to establish the
large lot subdivision's boundaries.
8. The location and type of all permanent control monuments found and established at
the controlling corners of the parcel being subdivided and within the large lot
subdivision.
9. The boundary of the large lot subdivision with complete bearings and lineal dimension
with the boundaries depicted with heavier lines than appears elsewhere on the plat.
10. The length and hearings of all straight lines; the radii, arcs, and semi-tangents of all
curves.
11. The length of each lot line, together with bearings and other data necessary or the
location of any lot line in the field.
12. The location, width, centerline, and name of all roads and railroads and rights-of-way
within and adjoining the subdivision. Private roads should be noted on the map.
13. The location and width of all easements, shown with broken lines, and a description of
the purpose thereof.
14. Lot identification by number and total acreage of the lot.
15. The location of legal access from the nearest public road to the entire tract being
divided, and any existing or proposed road approaches.
16. Evidence shall be submitted with the map of the large lot subdivision showing that the owners of the land in the division and their assigns have a part ownership in or the right to use any private roads or easements providing access to or within the division.

17. Any water courses within the vicinity of the large lot subdivision.

18. The location of natural features and permanent structures within or adjacent to the property being divided.

19. The present zoning of the property being divided.

20. The proposed domestic water source.

21. The proposed method of sewage disposal.

Certifications: The large lot subdivision shall contain the following certifications:

1. A certification by the owners in fee simple, and those having interest in the property, that the creation of the large lot subdivision is by their free will and consent.

2. When a survey is required, a certification by a land surveyor stating that the large lot subdivision is based upon an actual survey and the courses and distances are accurate and all required stakes and monuments are placed on the ground. The certification shall follow the following form:

Surveyor’s Certificate

This map correctly represents a survey made by me or under my direction in conformance with the Survey Recording Act at the request of ____________ on ____________.

I certify that all required stakes and monuments are placed on the ground and I have approved their placement.

________________________
Signature

;daterule;
Date

Seal

3. A certificate by the public works department, and the administrator that the subdivision is in compliance with all large lot subdivision requirements of the Grays Harbor County Subdivision Ordinance and all conditions of large lot subdivision approval. The certifications shall follow the following forms:

(a) Examined and approved this ____________ day of ____________, 2___________.

(For road use only.)

________________________
Grays Harbor County Public Works Dept.

(b) Examined and approved this ____________ day of ____________, 2___________.

________________________
Grays Harbor County Planning Director

4. A certification by the County treasurer that all property taxes to date have been paid. The certification shall follow the following form:
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I hereby certify that all state and county taxes hereto for levied against the subdivided property described hereon, according to the books and records of my office, have been fully paid and discharged.

__________________________
Deputy Treasurer

;daterule;
Date

5. A certification of filing by the County auditor. The certification shall follow the following form:

Filed for record at the request of the ____________ this ____________ day of ____________, A.D.
__________________________, at ;#rule; minutes past ;#rule; ;#rule; M., and recorded in Volume ;#rule; of Plats,
page ;#rule;, Records of Grays Harbor County, Washington.

BY:

minutes past ____________ ____________ N., and recorded in Volume ;#rule; of Plats, page
;#rule;, Records of Grays Harbor County, Washington.

BY:

;namerule
Deputy County Auditor

Notifications: The large lot subdivision map shall, when applicable, contain the following statements under the title, and any other statements as required by approval. Said statements shall be numbered appropriately.

NOTICE TO POTENTIAL PURCHASERS

1. Contact the Grays Harbor County Environmental Health Division regarding regulations governing private and public wells and sewage disposal systems.

2. Access onto (identify county or state road number) as per permit (identify permit number and issuance date of permit).

3. Any notification required by the Grays Harbor County Road Standards.

4. Where a large lot division is not based on a survey the following notification shall be inscribed on the face of the map:

“This division of land is not based on a survey. Grays Harbor County neither makes nor provides any assurance or warranty as to the size of the lots or the actual location of any lot, lot line, or easement.”

5. When applicable, all dedications, easements, covenants, and restrictions shall be precisely indicated on the face of the large lot subdivision map.

Submission of Application: The large lot subdivision application map shall be submitted as follows:

1. Four paper copies, together with any accompanying data and documents, in addition to the reproducible original.

2. A plat certificate confirming the title of the land as described and shown on the map is in the name of those signing the declaration with easement references.

3. The map shall, if creating three or more lots or if the property has been subjected to a large lot subdivision in the last five years, be accompanied by a complete survey of the section or sections in which the division or redivision is located or as much thereto as may be necessary to
properly orient the map within such section or sections. The survey shall be submitted with complete field notes, computation notes and a sketch showing all distances, angles and calculations required to determine corners and distances of the plat.

4. Where more than four lots are to be created, an environmental check list shall also be submitted with the application.

5. Any profiles or maps required by the county road standards shall be submitted with the application.

6. Every proposed large lot subdivision containing a dedication filed for record must be accompanied by a title report confirming that the title of the lands as described and shown on said map is in the same name of the owners signing the certificate or instrument of dedication and that the dedications are free and clear of all liens and encumbrances.

Filing of Approved Map: After a large lot subdivision has been approved and signed by the administrator and all fees and property taxes paid, the original mylar map of the large lot subdivision shall be filed for record with the Grays Harbor County auditor. The map shall be accompanied by the following:

1. A recording fee, payable to the Grays Harbor County Auditor.
2. Any drawings or maps required by the County Road Standards. The drawings or maps shall be submitted to the County Public Works Department.

APPLICATION CHECKLIST FOR LARGE LOT SUBDIVISIONS CREATING TWO LOTS

1. The applicant for a large lot subdivision creating two lots shall submit the information specified in 2 below on any forms required by the administrator or, at the administrator's option, one or more eight and one-half by fourteen (8½ × 14) inch sheets of paper, or any other material approved by the administrator.

2. The information submitted shall include:
   (a) The name, mailing address, and telephone number of the applicant(s) and property owner(s).
   (b) The common address of the property for which the application for a large lot subdivision is submitted.
   (c) A legal description of the property for which the application for a large lot subdivision is submitted and each of the two lots to be created. The legal descriptions shall include all contiguous land owned by the applicant. As required by Section 3.90, the legal descriptions shall be written and certified by either a land surveyor, an attorney, an engineer, or an employee of a title company.
   (d) A sketch of the proposed large lot subdivision showing:
      (1) The boundary lines of each parcel.
      (2) The approximate location and width of any existing or proposed public or private rights-of-way on or adjacent to the property.
      (3) The approximate location and width of any existing or proposed driveway approaches which provide access to any parcel from a public street or public road.
      (4) The approximate location and width of any existing or proposed public or private easements on or adjacent to the property.
(5) The approximate location of any waterways, bodies of water, and any drainage facilities or drainage works which exit or are proposed by the applicant on or adjacent to the property.

(6) The approximate location of any existing buildings and/or wells on the property proposed for large lot subdivision.

(7) Any lots to which potable water will not be provided shall be identified on the sketch.

(8) An arrow showing the approximate direction of north.

(9) The sketch shall be drawn to scale and the scale shall be shown. The scale shall be appropriate to the size of the property being divided and acceptable to the administrator.

(e) The proposed source of domestic water.

(f) The proposed method of domestic sewage disposal.

(g) Any notification or statement required by Sections 10.206 and 10.207 and/or the administrator shall be inscribed or affixed to the sketch before final approval may be granted.

(h) A certification signed by those having an interest in the property being divided that the creation of the large lot subdivision is by their free will and consent shall be inscribed, affixed, or attached to the sketch before final approval may be granted.

3. The sketch and any supporting information shall be submitted to the administrator with the application fee.

(Ord. 298 § 6 (part), 2002; Ord. 292 § 6 (part), 2001; Ord. 117 §§ 6, 7, 1985; Ord. 111 Appx. J, 1983)