



San Juan County
Community Development & Planning

135 Rhone Street P.O. Box 947 Friday Harbor, WA 98250
(360) 378-2354 (360) 378-2116 Fax (360) 378-3922
www.sanjuanco.com

Simple Land Division Application Packet

This information packet contains the material to help you make application for a simple land division.

Simple Land Division Application Checklist

Yes No

- A completed project permit application form.
- Completed environmental checklist if applicable (contact CD&P to determine if required)
- Fee per adopted fee schedule. (<http://www.sanjuanco.com/permitcenter/ApplicationForms.aspx>)
- Current legal descriptions for each affected lot.
- Map page (no larger than 8.5 by 14), certified by the property owner or surveyor, drawn to an engineering scale with a north arrow and including the following information:
 - Dashed lines for current boundaries and solid lines for proposed new lot lines.
 - Legal description of each new parcel.
 - Adjacent street names, if any, and locations.
 - Existing or proposed easements for access, drainage, utilities, or sensitive areas.
 - Existing structures and approximate distances to property lines.
 - Existing wells, septic tanks, and/or drainfields, and approximate distances to property lines.
 - Parcels identified as Lot A, Lot B, and so on, unless otherwise approved by the Administrator.
 - Conservation design requirement, where necessary, per SJCC Chapter 18.70.060 (B)(10).
- Area calculations. For the purpose of Simple Land Divisions only, the gross parcel area from the GIS legal-parcel map in effect at the date of application of the simple land division may be used to establish the required lot area, unless a recorded survey shows otherwise.
- Copy of the land division environmental health review application demonstrating water & septic suitability as required by Chapter 8 of the San Juan County Code.
- Documentation that each parcel affected is in compliance with any applicable usable construction area requirement (see Chapter 18.70.060 SJCC). Building and non-building locations of each parcel shall be fully dimensioned on the map or legally described.
- Statement of Disclosure.

If the answer to any of these questions is NO, you do not have a complete permit application and Community Development & Planning (CD&P) will not be able to begin the review process, although we will work with you to provide the required information.

Recorded by:

Recording Data (For Recorder's Use Only)

Return to:

SIMPLE LAND DIVISION

Grantor(s) name _____
and address: _____

(please print) _____

Grantor(s) signature: _____

Grantor(s) statement: I/we certify that all of the information submitted herewith is true and correct. I/we understand that parcels described by the attached exhibits are restricted against redivision for a period of five (5) years unless approved by a subdivision pursuant to Section 18.70.060.

Island _____

Parcel Number	Abbreviated Legal Description	AFN of Latest Deed	Existing Area

Has the original tract (see definition in Unified Development Code) been owned by the present owner for five (5) years? Yes No

Have there been any land divisions or boundary line changes of the original tract within the last five (5) years? Yes No

Is any of the property designated as "Open Space" or "Designated Forest Land"? Yes No

COMPREHENSIVE PLAN DESIGNATION _____

SHORELINE DESIGNATION _____

LAND DIVISION ADMINISTRATOR'S CERTIFICATE:
This application is in compliance with maximum densities allowed by the Comprehensive Plan in effect at the time of application. The Statement of Disclosure has been reviewed for completeness. On the basis of this review the request for a Simple Land Division is hereby approved.

TREASURER'S CERTIFICATE: All taxes and assessments of the current year, _____, including advance taxes per RCW 58.08.040, for current year tax not yet levied or certified and any delinquent taxes or assessments which have become a lien upon the lands herein described have been fully paid and discharged according to the records of my office. If any penalty fees are due under the provisions of the Open Space or DFL Law (84.33 and 84.34RCW) this does not guarantee that they have been paid.

Administrator Date

San Juan County Treasurer Date

NOTE: This division takes effect on the date it is recorded with the San Juan County Auditor. Recording must take place within six months of the approval date, together with a map (8 1/2 x 11) containing an original approval stamp signed by the CD&P Director or designee. The recording of an approved land division application does not constitute a conveyance of ownership. If ownership is to be conveyed, effect an appropriate legal instrument for conveyance.



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About Simple Land Divisions

The San Juan County Unified Development Code (UDC) establishes a process for dividing land without undergoing a short subdivision or subdivision under certain special circumstances. A simple land division is to allow a large parcel to be divided in two once every five years or to divide property amongst family members.

The following conditions must be met in order to be eligible for a simple land division to divide a parcel into two lots:

- The owner has owned the parcel to be divided for a period of at least five years.
- No more than one new parcel will be created.
- Each parcel is five acres or larger.
- The boundaries of the tract of record that is being divided have remained unchanged for more than five years. The tract of record includes all contiguous property in the same ownership whether or not the property is described in separate legal descriptions.

The following conditions must be met to be eligible for a simple land division to divide a parcel by gift for love and affection only to members of the owner's family.

- "Family" includes parents, children, grandchildren, spouse, brother or sister.
- The grantor has owned the parent parcel for twenty years or more.
- Each gift is five acres or more, or is based on an average density of five acres or more, and accompanied by a density restriction approved by the prosecuting attorney. This provision shall apply in addition to maximum density requirements of the *Comprehensive Plan* and Shoreline Master Program.
- The gift includes a prohibition against resale or redivision for a minimum of five years.
- The application is accompanied by a notarized statement of disclosure attesting to conformance to this section.
- No more than one parcel from the parent parcel may be given to any one grantee.

Multiple applications for boundary line modifications and simple land divisions or combinations of applications and exemptions shall not be used as a substitute for meeting the requirements for subdivisions or short subdivisions pursuant to this Chapter 18.70.060 SJCC.

No Simple Land Divisions shall:

- Create parcels that cross land-use designation boundaries;
- Further divide the property for a period of five years without a long subdivision.

A simple land division that affects a platted lot line (*i.e.*, that involves land which is included within a subdivision or short subdivision) shall be processed as a Subdivision Alteration, pursuant to the requirements of Chapter 18.80.080 SJCC.

To be valid, an approved Simple Land Division must be recorded within 6 months of approval date.

Process

Once the application is submitted to CD&P, the Administrator determines whether the proposed simple land division complies with any applicable usable construction area requirement. The County Engineer shall review all Simple Land Divisions to ensure that adequate future driveway access can be provided. The County Sanitarian shall review all simple land divisions to ensure that they comply with the requirements of the San Juan County Health and Community Services Department for water and sewage disposal. The County Engineer shall review and approve all legal descriptions.

Criteria for Approval

The application meets the requirements in Chapters 18.70.020 and 18.70.040 SJCC and the applicable standards in Chapters 18.50 and 18.60 SJCC, and complies with the policies and requirements of RCW 58.17, the Shoreline Master Program (if applicable), the State Environmental Policy Act, and the *Comprehensive Plan*; and

The application satisfactorily addresses the comments of the reviewing authorities and is in the public interest (RCW 58.17.10 and .110).



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State Environmental Policy Act (SEPA) Environmental Checklist

Purpose of checklist:

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Use of checklist for nonproject proposals:

Complete this checklist for nonproject proposals, even though questions may be answered "does not apply." in addition, complete the supplemental sheet for nonproject actions (part D).

For nonproject actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

A. BACKGROUND

- 1. Name of proposed project, if applicable:**
- 2. Name of applicant:**
- 3. Address and phone number of applicant and contact person:**

4. **Date checklist prepared:**
5. **Agency requesting checklist:**
6. **Proposed timing or schedule (including phasing, if applicable):**
7. **Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal?** Yes No
If yes, explain.
8. **List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.**
9. **Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal?** Yes No If yes, explain.
10. **List any government approvals or permits that will be needed for your proposal, if known.**
11. **Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.** (Lead agencies may modify this form to include additional specific information on project description.)
12. **Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.**

B. ENVIRONMENTAL ELEMENTS**1. Earth**

- a. General description of the site: Flat, Rolling, Hilly, Steep Slopes, Mountainous, Other.
- b. What is the steepest slope on the site (approximate percent slope)?

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.
- d. Are there surface indications or history of unstable soils in the immediate vicinity? Yes No If so, describe.
- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.
- f. Could erosion occur as a result of clearing, construction, or use? Yes No If so, generally describe.
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

2. Air

- a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.
- b. Are there any off-site sources of emissions or odor that may affect your proposal? Yes No If so, generally describe.
- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

3. Water

- a. Surface:
 - 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? Yes No If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

TO BE COMPLETED BY THE APPLICANT

EVALUATION FOR
AGENCY USE ONLY

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters?
Yes No If yes, please describe and attach available plans.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

- 4) Will the proposal require surface water withdrawals or diversions? Yes No Give general description, purpose, and approximate quantities if known.

- 5) Does the proposal lie within a 100-year floodplain? Yes No
If so, note location on the site plan.

- 6) Does the proposal involve any discharges of waste materials to surface waters? Yes No If so, describe the type of waste and anticipated volume of discharge.

b. Ground:

- 1) Will ground water be withdrawn, or will water be discharged to ground water? Yes No Give general description, purpose, and approximate quantities if known.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow?

Will this water flow into other waters? Yes No If so, describe.

- 2) Could waste materials enter ground or surface waters? Yes No
 If so, generally describe.

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

4. Plants

a. Check or circle types of vegetation found on the site:

DECIDUOUS TREE: Alder, Maple, Aspen, Other

EVERGREEN TREE: Fir, Cedar, Pine, Other

SHRUBS

GRASS

PASTURE

CROP OR GRAIN

WET SOIL PLANTS: Cattail, Buttercup, Bullrush, Skunk Cabbage, Other

WATER PLANTS: Water Lily, Eelgrass, Milfoil, Other

Other Types of Vegetation

b. What kind and amount of vegetation will be removed or altered?

c. List threatened or endangered species known to be on or near the site.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

5. Animals

a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:

BIRDS: Hawk, Heron, Eagle, Songbirds, Other:

MAMMALS: Deer, Bear, Elk, Beaver, Other:

FISH: Bass, Salmon, Trout, Herring, Shellfish, Other:

b. List any threatened or endangered species known to be on or near the site.

c. Is the site part of a migration route? Yes No If so, explain.

d. Proposed measures to preserve or enhance wildlife, if any:

6. Energy and natural resources

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EVALUATION FOR
AGENCY USE ONLY

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.
- b. Would your project affect the potential use of solar energy by adjacent properties? Yes No If so, generally describe.
- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

7. Environmental health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? Yes No If so, describe.

1) Describe special emergency services that might be required.

2) Proposed measures to reduce or control environmental health hazards, if any:

- b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

3) Proposed measures to reduce or control noise impacts, if any:

8. Land and Shoreline use

- a. What is the current use of the site and adjacent properties?
- b. Has the site been used for agriculture? Yes No If so, describe.
- c. Describe any structures on the site.

- d. Will any structures be demolished? Yes No If so, what?
- e. What is the current zoning classification of the site?
- f. What is the current comprehensive plan designation of the site?
- g. If applicable, what is the current shoreline master program designation of the site?
- h. Has any part of the site been classified as an "environmentally sensitive" area? Yes No If so, specify.
- i. Approximately how many people would reside or work in the completed project?
- j. Approximately how many people would the completed project displace?
- k. Proposed measures to avoid or reduce displacement impacts, if any:
- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
- c. Proposed measures to reduce or control housing impacts, if any:

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is (are) the principal exterior building material(s) proposed?
- b. What views in the immediate vicinity would be altered or obstructed?

- c. Proposed measures to reduce or control aesthetic impacts, if any:

11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?
- b. Could light or glare from the finished project be a safety hazard or interfere with views?
Yes No
- c. What existing off-site sources of light or glare may affect your proposal?
- d. Proposed measures to reduce or control light and glare impacts, if any:

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?
- b. Would the proposed project displace any existing recreational uses? Yes No If so, describe.
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

13. Historic and cultural preservation

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? Yes No If so, generally describe.
- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.
- c. Proposed measures to reduce or control impacts, if any:

14. Transportation

TO BE COMPLETED BY THE APPLICANT

EVALUATION FOR
AGENCY USE ONLY

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.
- b. Is site currently served by public transit? Yes No If not, what is the approximate distance to the nearest transit stop?
- c. How many parking spaces would the completed project have?
How many would the project eliminate?
- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).
- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? Yes No If so, generally describe.
- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.
- g. Proposed measures to reduce or control transportation impacts, if any:

15. Public services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)?
Yes No If so, generally describe.
- b. Proposed measures to reduce or control direct impacts on public services, if any.

16. Utilities

- a. Check utilities currently available at the site:
 Electricity, Natural Gas, Water, Refuse Service,
 Telephone, Sanitary Sewer, Septic System, Other.
- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

C. Signature

TO BE COMPLETED BY THE APPLICANT

EVALUATION FOR
AGENCY USE ONLY

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Printed Name of Applicant

Signature

Date

STATEMENT OF DISCLOSURE
San Juan County, Washington
for

Tax Parcel Number, Unplatted Land

San Juan County Code, Chapter 18.70.040, C5 requires this Statement of Disclosure to be completed and submitted at the time of application for a land division or boundary line change. If the application is approved, the Statement of Disclosure is recorded, together with other pertinent documents, in the San Juan County Auditor's File.

Notice to Purchaser

Water:

The availability of water should not be assumed for any location in San Juan County.

Sewage Disposal:

When there is no reasonable access to a public sewer system, it is necessary to install a private sewage system, approved by the San Juan County Health and Community Services Department, in order to build any structure for human habitation. No building permit will be issued unless a valid sewage disposal permit has been obtained. The general sewage disposal information contained under Item F, Page 3, does not provide a guarantee that a sewage disposal permit can be obtained. If you have questions concerning a private disposal system, consult the San Juan County Health and Community Services Department.

Land Use Regulations:

All lands in unincorporated areas of San Juan County are subject to land use policies and regulations of the Comprehensive Plan and the Shoreline Master Program. Information regarding land use rules applicable to any specific lot or parcel is available at the Community Development and Planning Department.

Land Divisions:

Any division of land in San Juan County is subject to State Law (RCW 58.17) and the San Juan County Code, Chapter 18.70.040. Information regarding whether and how a lot or parcel may be further divided is available at the Community Development and Planning.

Seller's Representations:

Seller's Name _____

Address _____

City _____ State _____ Zip _____

A. Legal Description (Check and complete either 1 or 2 below.)

() 1. Property is located in _____ Subdivision, in
Section _____ Township _____ Range _____, San Juan County Book of
() Short Plats OR () Long Plats, Volume ____ Pages _____, Auditor's File Number, _____,
records of San Juan County, WA.

() 2. Property is not part of a recorded plat. A legal description is attached.

B. Survey (Check and complete either 1 or 2 below.)

() 1. This property has not been surveyed.

() 2. This property was surveyed by: _____
License Number _____ Date _____

Survey has not been recorded.

Survey is recorded in Vol. _____, Page _____, Book of Surveys, records of San Juan County, WA.

C. Access (Check and complete all that apply.)

() 1. No legal access from a County road is provided.

() 2. Legal access from a County road is provided as set forth by the
attached or referenced _____ document.

() 3. A road serving this parcel () has been OR () will be OR () will not be
constructed by the seller.

() 4. Road construction/maintenance is provided for by the attached or
referenced document.

D. Hazards, Nuisances (Check and complete either 1 or 2 below.)

() 1. I am aware of no hazards or nuisances on or near this property.

() 2. The following features or conditions on or near this property may be regarded
as hazards or nuisances.

E. Water (Check and complete all that apply.)

- 1. Water is available on the property or at the property line.
- 2. A water right has been granted by the State of Washington,
Certificate # _____
- 3. Water supply has been approved by the Washington State Department of Social & Health Services.
- 4. Maintenance of the water system is provided for by the attached or referenced document,
Auditor's File Number _____
- 5. Water Purveyor:
Name _____
Address _____
City _____ State _____ Zip _____
- 6. Evidence of adequate potable water supply must be provided prior to preliminary plat approval and when building permit application is submitted.

F. Sewage Disposal (Check and complete either 1 or 2 below.)

- 1. No percolation tests have been conducted on this property. Seller has no knowledge or information from which a determination can be made regarding legal installation of an on-site disposal system.
- 2. Seller's agent _____, a registered civil engineer or sanitary engineer, or a certified sewage disposal designer, has conducted percolation tests on this parcel. From the tests, the seller's agent concluded that:
 - a. A septic tank system could be installed in conformance with legal requirements and without special engineering on Lot Number(s) _____
 - b. A septic tank system could not be installed without special engineering on Lot Number(s) _____

G. Power and Telephone (Check and complete all that apply.)

- 1. Electric power is located approximately _____ feet from the property line. Contact utility company to confirm availability and costs.
- 2. Telephone service is available approximately _____ feet from the property line.
- 3. Electricity is not available.
 Telephone service is not available.

H. Site Considerations (Check one of the following.)

Seller () has no plans OR () plans, for future development of adjacent lands. Other site considerations are:

I. Encumbrances (Check and complete all that apply.)

Title insurance () is OR () is not, provided for this property. If a title insurance report is not attached to this statement the seller declares that:

() 1. This property is not encumbered.

() 2. This property is encumbered as follows:

J. Private Restrictions, Covenants (Check and complete all that apply.)

() 1. None.

() 2. A copy of all restrictions () is attached, OR is available from:

() 3. A copy of all covenants () is attached, OR is available from:

I, _____, being duly sworn depose and say that the foregoing statements, answers and information are in all respects true and correct to the best of my knowledge and belief.

Signature:	Date:
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STATE OF WASHINGTON)
) ss.
COUNTY OF SAN JUAN)

I _____, certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed the instrument and, on oath stated that he/she was the current owner of the property and acknowledged the execution of this document to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

Subscribed and sworn to me this ____ day of _____, 20 ____.

Notary Public in and for the State of Washington:

Residing at: _____

My appt. expires: _____