



Need More Information?

Additional information on short subdivisions, fees or scheduling a pre-application meeting can be obtained from:

Permit Center
Douglas County Transportation & Land Services
140 19th Street NW
East Wenatchee, WA 98802

Phone (509) 884-7173
Fax (509) 884-3954

Or

Visit us on the Internet at
www.douglascountywa.net
for on-line applications, comprehensive plans, the county code,
and other useful information

*This publication is intended to provide general information only.
It is not a substitute for the requirements of official plans, policies, resolutions and/or codes.*



● Short Subdivisions

A **short subdivision** or “**short plat**,” is the division of a parcel into **four or fewer lots** less than 160 acres in size for the purpose of sale, lease, rent or transfer of title.

State and county law allow certain exemptions from the short plat process, but these **exemptions do not include a gift of land to anyone** including a family member, land divisions as part of a **divorce settlement**, or divisions of land by state or local government agencies.

● Minimum Lot Size

The minimum lot size depends on which zoning district the property is located in and the utilities that are available.

In urban growth areas, residential lots can be as small as 8,000 square feet. In rural/agricultural areas the minimum lot size can be between 2 to 20 acres in size.

The minimum lot sizes in developments using wells and/or septic tanks and drainfields must be large enough to accommodate the requirements for these systems.

Lot sizes are also affected by unbuildable areas such as steep slopes, flood plains, land covered by water and access roads.

● Review Criteria

Short subdivisions are reviewed for consistency with the Douglas County Comprehensive Plan, zoning code, state platting laws, other development regulations, and all state and local environmental laws.

These development standards address such issues as lot width and size, and impacts to traffic and roads, schools, utilities, fish and wildlife and geological hazardous areas (steep slopes).

Development regulations in Douglas County apply equally to short plats (four lots or less) and subdivisions (five lots or more.)

● General Requirements

Special requirements unique to the development may be imposed as a condition of approval, depending on the circumstances of the parcel. Conditions could address access, traffic, lot layout, development phasing or other pertinent issues.

Please keep in mind, the preliminary short plat application process usually takes a minimum of 30 days once a complete application is submitted.

● Review Process

Short subdivisions are processed in two steps: A preliminary phase and a final-approval phase.

The Douglas County Code requires that short plat applications receive “full administrative review,” a process which involves a pre-application meeting and submitting a formal application with supporting plans and documents.

Applications for full administrative review are processed by the Douglas County Director of Land Services or Land Services staff. Written public comment is accepted on these types of applications. **A public hearing is not involved.**

The preliminary phase determines whether the short subdivision should proceed as proposed, be modified or not be approved. *Refer to the “Permit Process” brochure for more information on the full administrative review process.*

A developer is granted the right to construct the needed improvements with preliminary approval. This typically involves installing utilities, constructing or improving roads and completing a final survey of the lots being created.

The Director of Land Services and the County Engineer confirm the completion of the required development improvements before approving the final short plat. The final short plat is then recorded with the County Auditor and becomes a permanent record.

● Timing of Lot Sales

Once the final short plat is recorded in the Auditor’s Office, each of the lots are individual parcels and can be sold, leased or transferred.

Lots sold before the final short plat is recorded are considered illegal segregations and county permits cannot be issued for any development activity on them.