



CHELAN COUNTY

DEPARTMENT OF

COMMUNITY DEVELOPEMENT

316 WASHINGTON ST. SUITE 301

WENATCHEE, WASHINGTON 98807-3305

TELEPHONE 509/667-6225 & 509/667-6221

[HTTP://WWW.CO.CHELAN.WA.US](http://www.co.chelan.wa.us)

FAX 509/667-6475

Short Plat Process

Potential applicants may call the department to schedule a pre-application meeting to review the feasibility and potential concerns with developing a subject property. The department will make every effort to schedule a pre-application meeting within two weeks from the date the department receives the required components for review. The department and necessary agencies will be available for discussion of the proposed development. The applicant will be informed of all necessary components (reports and standards) necessary for processing of the application. Pursuant to Section 12.16.030, pre-application meetings are only required for major subdivision applications. Pre-application meeting fees for the Department of Community Development are as outlined in the adopted fee schedule and are collected at the time of application submittal, pursuant to Section 14.08.010(1). Chelan-Douglas Health District does charge a fee for a pre-application meeting. Please contact them at (509) 886-6450 for those fees.

At the time an application is ready to submit for processing, the applicant may call the department to schedule an "intake meeting." The intake meeting will be scheduled five (5) business days from receipt of required information (Assessor's parcel number and proposed development). The intake meeting will consist of reviewing the materials for submittal. Should the materials be found lacking the required components, the application will be deemed incomplete and the department will not continue processing the application. After review of all submittal materials, the application will be deemed to be technically complete and the department will issue a determination of complete application.

A notice of application will be mailed to the public and referred to jurisdictional agencies within two (2) weeks of the determination of complete application letter. At the completion of the comment period, the department will compile all comments received (public and agencies) and forward to the proponent. Should the applicant find it necessary to discuss any agency comment, the department will facilitate a meeting with the appropriate agencies for discussion.

If an environmental checklist is required for the short plat, the department will issue an environmental threshold determination after all agencies have commented on the project. The applicant will be notified prior to the department issuing their decision for either a determination of non-significance, mitigated determination of non-significance or a determination of significance.

The proponent will receive a draft copy of all conditions of approval for review from the department. Should the proponent find it necessary to discuss the draft decision, the department will arrange a meeting with all appropriate agencies. After completion of the meeting, the department will issue findings of fact, conclusions, decision and any conditions of approval.

To begin the short plat process, the applicant may contact Sherry Meadows at (509) 667-6518 to receive a copy of the required components for a pre-application meeting or schedule an intake meeting for an application. Pre-application meetings require a minimum two weeks lead time and are scheduled on Thursdays. Intake meetings can usually be scheduled within five working days.