



# **CHELAN COUNTY**

## **DEPARTMENT OF COMMUNITY DEVELOPEMENT**

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## **Short Plat Process**

The Chelan County Department of Community Development has streamlined the intake of Short Plat application as September 17, 2007. 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 Pre-Application Meeting will be scheduled 10 working days 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.

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 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. After review of all submittal, materials are deemed to be technically complete 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. At the completion of the comment period the Department will compile all comments received (public and agency) 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.

The Department will issue an Environmental Threshold Determination after all commenting period have passed. The applicant will be notified prior to the Department issuing a Mitigated Determination of Non-Significance or 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 any condition of approval 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 can contact Kristi DeLozier, Planner 1 at (509) 667-6230 to receive a copy of the required components for a Pre-Application Meeting or schedule an Intake Meeting. Pre-Application Meetings will be scheduled every Thursday. Intake Meetings will be held every Tuesday.