

## What is a Division of Land?

A division of land means a subdivision, short subdivision or large lot subdivision. Refer to TCC 18.04 for the general provisions regulating the division of land.

**Short Plat (TCC 18.32)** – Division of land into 4 or fewer lots, any one of which is less than 5 acres

**Large Lot (TCC 18.28)** – Division of land into 2 or more lots, all of which are 5 acres or larger and any one which is smaller than 40 acres

**Plat (TCC 18.12)** – Division of land into 5 or more lots, any of which is smaller than 5 acres

## How Do I Apply?

Submit a completed application package to the Building Development Center with the applicable fee. Complete package requirements are outlined in the application.

## Review Process and Timing (TCC 18.10)

Short Plats and Large Lots with 4 or fewer lots are reviewed under the Type 1 procedure. This means that the review time can be up to 58 days. The review time may take longer if a request for additional information is required. Public notification is not required. The approval authority is staff.

Large Lots with 5 or more lots must comply with SEPA (State Environmental Policy Act, TCC 17.09). This requires a Type II procedure. The review time can be up to 128 days. The review time may take longer if a request for additional information is required. This is a public notification process. The approval authority is staff.

Plats are reviewed under a Type III procedure and must comply with SEPA. The review time can be up to 148 days. The review time may take longer if a request for additional information is required. This process requires public notification and a public hearing. The approval authority is the Hearing Examiner for Thurston County.

**NOTE:** Workload may affect any of the timelines listed above.

Staff from the Land Use and Environmental Review Division will review the application and serve as case manager. This includes coordinating review with Environmental Health, Roads and Transportation, the Assessor, and Survey and Right-of-Way, as well as applicable state and federal agencies. A final subdivision map will be recorded with the County Auditor's Office.

## Is a Presubmission Conference Required?

**A Presubmission Conference is required for all division of land proposals.** A Presubmission Conference is a meeting scheduled with a representative from all reviewing departments and the subdivider and/or the subdivider's representative to discuss preliminary studies, sketches and the review process. The conference should take place prior to detailed work by an engineer or surveyor and prior to making an application for Division of Land. A request for Presubmission Conference with the applicable fee must be submitted to the Building Development Center.

## Preliminary Large Lot and Short Plat Subdivision Approval

Each reviewing department will make a recommendation for preliminary approval after it has been determined that the applicable code requirements for that department have been satisfactorily addressed. Planning will then issue a Preliminary Approval letter which outlines the conditions and requirements from each department. These must be satisfied prior to obtaining final approval.

## Preliminary Plat Approval

After all applicable review comments have been received by Planning, a public hearing will be scheduled before the Thurston County Hearing Examiner. After approval of the preliminary plat by the Hearing Examiner, all conditions outlined in the Examiner's decision must be satisfied prior to final plat approval.

### Building Development Center

2000 Lakeridge Drive SW, Bldg 1, Second Floor; Olympia, WA 98502

Phone: (360) 786-5490; TYY/TDD Line: 711 or 1-800-833-6388; Fax: (360) 754-2939

[www.thurstoncountybdc.com](http://www.thurstoncountybdc.com)

## Duration of Approval

Once preliminary approval has been issued, the land division must be recorded within one year for a short plat, within three years for a large lot and within five years for a plat. An extension may be granted for large lots and plats upon request prior to expiration. For plats the request must be submitted at least 30 days prior.

## Final Subdivision Approval

After all conditions of preliminary approval have been satisfied, the final map documents must be submitted by the applicant to Planning, along with the applicable review fee. Final map review takes approximately four weeks. After all County departments recommend final approval, the applicant will be contacted for the final map and recording fee. The final map will be recorded with the Thurston County Auditor's Office. For plats, the staff recommendation is submitted to the Board of County Commissioners who make the final approval. Thus, the timeline may be longer.

## Tax Certification

Prior to recording the final map, a Tax Certification Form must be signed by the Thurston County Treasurer's Office. The Treasurer will sign the form after verification that all current year and delinquent taxes and assessments on the entire project tract or tracts are paid in full per RCW 58.08.040. The Treasurer's Office will stamp the final map.

## Calculation of Residential Density

Within the Rural Residential Resource One Dwelling Unit per Five Acres (RRR 1/5) zoning district and the Rural Residential One Dwelling Unit per Five Acres (RR 1/5) zoning district, the maximum number of dwelling units allowed in any land division shall be determined by subtracting specified critical areas from the original parcel. These critical areas include documented high groundwater hazard areas, wetlands, marine bluff hazard areas to the top of the bluff, landslide hazard areas, streams, marine shorelines up to the ordinary high water mark, 100-year floodplains and submerged land of lakes. The zoning density will then be applied to the remainder of the parcel. Critical area buffers need not be subtracted from the parcel for purposes of making the density calculation. TCC 17.15.335

If parcels to be divided are within the above mentioned zoning districts, a survey map of the property will need to be submitted at the time of application. If wetlands exist on the property, a wetland delineation report will also need to accompany the survey. The survey map must show critical area acreage and net acreage available for density calculation.

## Appeals

All decisions may be appealed. An appeal form and associated appeal fee must be submitted within 14 days from the date of the decision. Administrative decisions are appealed to the Hearing Examiner for Thurston County. Hearing Examiner decisions may be appealed to the Board of County Commissioners. All appeal forms are submitted to the Building Development Center.

## I Still Have Questions...

The information in this bulletin is a general guideline of the procedures and rules. You should not rely on this bulletin to identify the specific requirements for your project. For additional information, speak with a staff member at the Building Development Center. Contact information is listed below. You may also review all Thurston County Codes online on the County website referenced at the bottom of this page.

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