

City of Castle Rock  
Expedited Short Subdivision  
Consistency Review Form

**SUBMIT THIS FORM TO THE BUILDING & PLANNING DEPARTMENT**

**DEVELOPER**

Name	Phone	E-mail	
Address	City	State	Zip

**PROPERTY OWNER (FOR ALL SUBJECT PARCELS)**

Name	Phone	E-mail	
Address	City	State	Zip

**MASTER PLAN INFORMATION**

Development Agreement	Project Phase
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**LOCATION OF PARCEL(S):**

**Site Address:** \_\_\_\_\_ **Cross Street:** \_\_\_\_\_

**Tax Parcel Number:** \_\_\_\_\_

**AUTHORIZATION**

I affirm that I am the Authorized Signatory for the subject sites and state that the information contained in this consistency review form, map, and supporting documents is true and correct to the best of my knowledge. Signatures on this form grant city staff authority to enter my property for the purposes of reviewing this expedited short subdivision.

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Authorized Signature (**Letter of authorization required if other than property owner**) \_\_\_\_\_ Date \_\_\_\_\_

## **Expedited Short Subdivision**

### **Consistency Review Instructions**

#### **"Short Subdivision" Defined:**

Short subdivision is the division or redivision of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease, or transfer of ownership.

#### **Purpose:**

Expedited short subdivisions may be recorded via a Consistency Review process with the City of Castle Rock if the overall property proposed for division is within an approved master plan and under common ownership. Expedited short subdivisions may only be used when creating 5-acre lots or larger, consistent with RCW 58.17. The property owner is required to submit a Consistency Notice to the City of Castle Rock for review prior to being recorded with the Cowlitz County Auditor to determine compliance with applicable lot dimensions, setbacks, and other lot standards. All short subdivisions shall follow the State and City code.

#### **Procedure:**

Upon receipt of submission for an expedited short subdivision consistency review, the City of Castle Rock will:

1. Within seven (7) calendar days of submittal, the City designee shall determine if the Consistency Review package is **Counter Complete** and shall send the developer a letter stating such or identifying what additional information is required to make it counter complete.
2. The City designee shall review the Consistency Review package and provide a signed Consistency Notice to the developer within thirty (30) calendar days after the date the Consistency Review package was accepted as counter complete. Time spent by the developer to revise plans or provide additional information or materials requested by the City shall not be included in the 30-day period.

Note: The City of Castle Rock will notify the developer in a timely manner if the above review timelines are unable to be met due to substantial circumstances and will provide the developer with the anticipated review timeline.

3. Upon receipt of the signed Consistency Notice the developer shall record the proposed short subdivision with the Cowlitz County Auditor.
4. After recording, the developer shall notify the City of Castle Rock and provide evidence of the recorded document to City of Castle Rock staff. The developer's surveyor shall install all monuments for the new parcels and notify City staff of installation.

## **Expedited Short Subdivision**

### **Consistency Review Submittal Requirements**

The following checklist identifies information to be included with the consistency review. **All** items must be submitted, and/or addressed before the review package will be considered Counter Complete.

**CONSISTENCY REVIEW FORM:**

The form shall be completed and signed by the owner(s) of record or their authorized representative. If signed by an authorized representative, a letter of authorization signed by the owner of record identifying the authorized representative to act on their behalf shall accompany the application.

**CONSISTENCY NOTICE:**

The developer shall submit a completed copy of the Consistency Notice signed by the developer and master developer, or their authorized representatives, as outlined above.

**NARRATIVE:**

A narrative describing the intent or purpose of the short subdivision.

**COPY OF CURRENT APPROVED MASTER PLAN:**

The developer shall submit a copy of the current approved master plan in which the property resides for consistency review.

**CURRENT OWNERS DEED:**

Copy of all property owners' recorded deeds, verifying current ownership.

**SALES HISTORY:**

Complete sales history of all parcels since 1969. Sales history shall be comprised of copies of all deeds or real estate contracts showing previous owners or divisions for the properties involved. It is used to verify the legal creation of the parcel and is available from either a title company or the Cowlitz County assessor's office.

**SHORT SUBDIVISION MAP SHOWING EXISTING & PROPOSED CONDITIONS:**

- Layout and dimensions of parcels drawn to scale (18 x 24-inch sheet size)
- Owner's name and mailing address
- Surveyor or engineer's name and mailing address
- The date, north point, and scale of the drawing
- Appropriate identification of the drawing as a Short Subdivision with the project phase identifier
- A vicinity map showing the phase in larger area adjacent to the site
- Address of existing and proposed parcels including number and street name
- Area of existing and proposed parcels in acres or square feet
- Location, widths, dimensions, lengths, and names of existing and proposed parcels including:
  - Tract, block, and lot boundary lines with dimensions
  - Proposed lot and block numbers
  - Radius, length, central angle of all tangent curves
  - Radius, length, centered angle, long chord distance, and bearing of all non-tangent curves
  - Location and type of all permanent monuments within the development including initial point, boundary monuments, and lot corners
  - Adjoining corners of adjoining subdivisions, if applicable
  - Identify reference points of existing surveys related to the parcels
  - Location and descriptions of all stakes, monuments, or other evidence found on the ground and used to determine the boundaries of the parcels
  - Identify any deed restrictions, reservations, or covenants attached to the parcels, if applicable
- Location, approximate acreage, and dimension of areas proposed for public use, open space, park, recreation, and/or common ownership, if applicable
- Identify any land or improvements to be dedicated or donated for any public purpose or private use in common, if applicable
- Identify any areas, and the proposed uses thereof, to be dedicated by the owner, if applicable

- Location and size of existing public and private utilities within or immediately adjacent to the parcels including:
  - Sanitary sewers
  - Water mains
  - Public storm drains
  - Culverts
  - Fire hydrants
  - Electrical lines
- Existing and proposed access routes including:
  - Public and private roads or alleys
  - Existing or proposed reservations or restrictions relating to site access
  - Right-of-way widths with centerline shown
  - Radius, length, central angle of all tangent curves
  - Radius, length, centered angle, long chord distance, and bearing of all non-tangent curves
- Location of all existing and proposed easements, denoted by dashed lines, including:
  - Recorded reference number, if applicable
  - Width, length, and bearing
- Location and description of monuments to be established **after** recording including:
  - All lot corners
  - All street intersections
  - Centerline of all streets at each point of curvature and point of tangent
- Location of areas within a designated 100-year floodplain, if applicable
- Location of flood control features on the property and references to easements or deeds for drainage land, if applicable
- Written legal description of existing and proposed lots
- Surveyor's certificate certifying that the individual is registered as a professional land surveyor in the State of Washington and certifies that the boundaries shown are based on actual survey of the land as described and that all lot corners have been staked on the ground as shown on the Short Subdivision map
- Note including confirmation of the signed and data Consistency Review Form

Note: The City designee reserves the right to waive any of the above survey and submittal requirements at their discretion if deemed not applicable or necessary to complete the consistency review process. The City designee may also require additional information pertaining to the property location and the immediate vicinity for review of the proposal. Variations of the above requirements will be reviewed by the City designee on a case-by-case basis.