



City of Castle Rock

Building & Planning Department

Short Subdivision Packet Contents Page

141 A St SW / PO Box 370
Castle Rock, WA 98611
Phone: 360-274-8181
finance@ci.castle-rock.wa.us
bldgdept@ci.castle-rock.wa.us

Complete & Submit		<input type="checkbox"/> = Forms that need to be completed and returned to the City of Castle Rock Finance Office. [Grey Box] = Forms and/or links that are informational and do not need to be submitted.
1	<input checked="" type="checkbox"/>	Short Subdivision Packet Contents (1 page)
2		Short Subdivision Application Informational Sheets (2 pages)
3		A Pre-Application Conference/Site Plan Review is required. Please contact City Hall for more information if you have not yet scheduled your pre-application conference.
4	<input checked="" type="checkbox"/>	Master Application (1 page)
5	<input checked="" type="checkbox"/>	General Land Use Application (2 pages)
6	<input checked="" type="checkbox"/>	Short Subdivision Application (2 pages)
7	<input checked="" type="checkbox"/>	Environmental Questionnaire (2 pages)
8	<input checked="" type="checkbox"/>	SEPA Checklist (State Environmental Policy Act) – When Applicable – Fillable form found online at: https://ci.castle-rock.wa.us/download/SEPAchecklist_2017_locked.docx
9	<input checked="" type="checkbox"/>	Preliminary Short Subdivision Drawing Requirements Submittal Checklist (2 pages)
10	<input checked="" type="checkbox"/>	Preliminary Short Subdivision Application Counter Checklist (1 page)
11	<input checked="" type="checkbox"/>	Final Short Subdivision Drawing Requirements Submittal Checklist (3 pages)
12	<input checked="" type="checkbox"/>	Final Short Subdivision Application Counter Checklist (1 page)
13		CRMC Section 16.32 -Short Subdivisions (9 pages)
14		CRMC Section 16.37 – Table of Required Information (18 pages)
15		Castle Rock Development Policies and Public Works Standards – view this information online at: https://ci.castle-rock.wa.us/engineeringstandards.htm
16		Fee Schedules 1 & 5 of Resolution No. 2025-03 (7 pages) Fees are nonrefundable . The entire Master Fee Schedule (Resolution No. 2025-03) is available in the Finance Office or online at: https://ci.castle-rock.wa.us
17		Please review the following Castle Rock Municipal Code (CRMC) online at: https://www.codepublishing.com/WA/CastleRock/ The Castle Rock Municipal Code may also be viewed in the Finance Office located in City Hall. If you prefer a paper copy of the documents below, please contact City Hall. CRMC – Title 16 Subdivisions CRMC – Title 17 Zoning CRMC – Title 18 Environmental Protection

I acknowledge the above documents and/or web addresses were provided to me in the Short Subdivision Packet. Furthermore, I acknowledge that information sheets are intended to assist the public in understanding the effect of codes and regulations. Information sheets are not complete statements of these codes and should not be used as a substitute for them. If conflicts arise, the codes and regulations are the final authority.

To ensure you have the most current information and applications, consult city staff. It may also be beneficial to contact city staff to be sure you understand all requirements before submitting materials or payments.

Fees are non-refundable.

Name: Michael Vorse

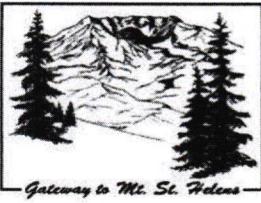
(Please Print)

Signature: Michael Vorse

Date: 12/11/25

CRP-25-027

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CITY OF CASTLE ROCK
DEPARTMENT OF BUILDING AND PLANNING
City Hall, PO Box 370 / 141 'A' St SW, Castle Rock, WA 98611
Phone: (360) 274-8181 Fax: (360) 274-4876

CRP-25-027
Short Plat

PLEASE PRINT IN INK OR
TYPE

MASTER APPLICATION

PROPERTY INFORMATION

Project Address: 441 Front Ave NW City: Castle Rock Parcel #: 30216

Short Plat/Subdivision: Congers Block: 10,11 Lot:

OWNER/APPLICANT INFORMATION

Applicant/Authorized Agent: Michael Vorse Phone: (360) 270-5371

Mailing Address: 122 Buland Drive City: Castle Rock State: WA Zip: 98611

Property Owner: M & C Vorse LLC - mcvorse@gmail.com Phone: (360) 270-5371

Mailing Address: 122 Buland Drive City: Castle Rock State: WA Zip: 98611

Contractor: TBD Lic #: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Lender Name: TBD Phone: _____

Lender's Address: _____

PROJECT INFORMATION

Building/Construction

- Building Permit
- Excavation & Grading Permit
- Manufactured/Structure Placement
- Mechanical Permit
- Plumbing Permit
- Roofing Permit
- Signage Permit
- Other _____

Planning

- Critical Areas
- Flood Plain
- Master Plan
- Mobile Home Park
- Plat (Preliminary)
- Plat (Final)
- Short Plat
- Site Plan (Preliminary)
- Site Plan (Final)

Environmental

- Critical Areas
- Flood Plain Permits
- SEPA
- Surface Mining
- Other Stormwater

PROJECT DESCRIPTION

Occupancy Group: R2 Type of Construction: Single Family Sq. Ft. 2340 SF No. of Stories: 3 No. of Bedrooms: 3

Is there any grading, filling, or excavation associated with this project? NO Quantity (cubic yards): _____

(Including grading for road construction, site preparation, and landscaping.) **NO SITE WORK MAY BE DONE PRIOR TO CRITICAL AREAS DETERMINATION.**

Water Supply: City Sewage Disposal: City Type of Heat: Electric Fair Market Value: 800,000

Does project involve Asbestos? YES NO

PLEASE PROVIDE A BASIC DESCRIPTION OF THE PROPOSED PROJECT:

Proposed is a Short Plat that separates the property into 4 single residential lots.

I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Castle Rock and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect, the permit or approval may be revoked.

APPLICANT'S SIGNATURE: Michael Vorse

DATE: 12-11-25

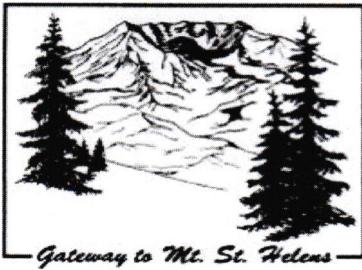
APPLICATION ACCEPTED BY: Marlene Atkinson

DATE: 12/11/2025

APPLICATION APPROVED BY: _____ DATE: _____

PERMIT NUMBER
CRP-25-027

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General Land Use Application

141 A St SW / PO Box 370
Castle Rock, WA 98611
Phone: (360) 274-8181
finance@ci.castle-rock.wa.us
bldgdept@ci.castle-rock.wa.us

OFFICIAL USE ONLY

Case # CRP-25-027

Related File # CRP-25-026

Received By:

Akesson

One or more of the following **Supplements** must be attached to this **General Land Use Application**:

TITLE 16 SUBDIVISIONS

- Binding Site Plan
- Boundary Line Adjustment
- Condominium Subdivision
- Final Plat (Subdivision)
- Final Short Plat
- Preliminary Plat (Subdivision)
- Preliminary Short Plat

TITLE 18 ENVIRONMENTAL PROTECTION

- Critical Areas Determination
- Critical Areas Permit
- Environmental Questionnaire
- SEPA Checklist
- Shorelines Conditional Use
- Shorelines Substantial Development
- Shorelines Variance

TITLE 17 ZONING

- Annexation
- Bed & Breakfast – (CUP)
- Comprehensive Plan Amendment
- Conditional Use Permit = (CUP)
- Home Occupancy Business License
- Home Occupancy in an Accessory Building – (CUP)
- Manufactured Home Park
- Recreational Vehicle Park – (CUP)
- Request for Clarification
- Rezone
- Similar Use Authorization
- Special Use Permit
- Variance

OTHER

- Request for Pre-Application Meeting
- Wireless Communications Facilities - (CUP)
- Other _____

Project Name: Short Plat

Project Address: 441 Front Ave NW

Applicant: Michael Morse

Mailing Address: 122 Buland Drive

Phone: 360-270-5371

Castle Rock, WA 98611

E-mail Address: MCMORSE@GMAIL.COM

Owner: Same as above

Mailing Address: _____

(If other than applicant)
Phone: _____

E-mail Address: _____

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Other Authorized Representative (if any): _____

Mailing Address: _____

Phone: _____

E-mail Address: _____

Project Description: Short Plat, divide into 4 lots

Size of Project Site: 1.95 Acres

Assessor Tax Parcel Number(s): 30210

Full Legal Description of Subject Property (Attached): Being in

Zoning: B-2

Special Areas On or Near Site (show areas on site plan):

Creek, Stream or River (name): Cowlitz River

Wetland

Steep Slopes/Draw/Gully/Ravine

Flood Hazard Area _____

None

Water Service

Existing pipe size and material: 2"

Proposed pipe size and material: _____

Sewage Disposal

Existing: City lines: 6"

Proposed: _____

Access

Name of Street(s) from which access will be gained: Front Ave

Owner's Consent and Authorization

I affirm that I am the owner of the subject site and all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. Further, I grant permission from the owner to any and all employees and representatives of the City of Castle Rock and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application.

I agree to pay all fees of the City that apply to this application.

Michael Vorse
Owner's Name (Print Name)

Michael Vorse
Owner's Signature

12-11-25
Date

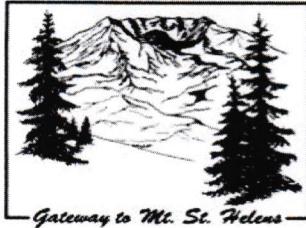
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General Land Use Application

Page 2 of 2

30216 KNOWN AS 441 NW FRONT ST, CASTLE ROCK, WA BEING IN PORTIONS OF THE SE 1/4 OF THE NE 1/4 & THE NE 1/4 OF THE SE 1/4 OF SECTION 10 THE NE 1/4 OF THE SE 1/4 OF SECTION 10 TOWNSHIP 9 NORTH, RANGE 2 WEST W.M. & PORTIONS OF THE PLAT OF CIVIC CENTRE ADDITION TO CASTLE ROCK & CONGERS ADDITION TO CASTLE ROCK VERTICAL DATUM BASIS OF BEARING

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CITY OF CASTLE ROCK

Building & Planning Department

Short Subdivision Application

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LIST ALL PERSONS HOLDING INTEREST IN THE PROPERTY TO BE SUBDIVIDED

NAME	MAILING ADDRESS	PHONE NUMBER
Michael Vorse	122 Buland Dr. C R	360-270-5371
Carla Vorse	" " "	360-430-7264

LIST THE SUBDIVIDER(S)

NAME	MAILING ADDRESS	PHONE NUMBER

LEGAL DESCRIPTION OF PROPERTY TO BE SUBDIVIDED

SUBDIVISION Congers LOT 10, 11 BLOCK 9
SECTION _____ TOWNSHIP _____ RANGE _____ TAX LOT # _____

PROPOSED DESCRIPTION OF PROPERTY TO BE SUBDIVIDED

LOT(S) _____

BLOCK(S) _____

TAX LOT NUMBERS _____

LOCATION OF PROPERTY TO BE SUBDIVIDED, WITH REFERENCE TO DISTANCE AND DIRECTION OF NEAREST EXISTING STREETS

441 Front Ave NW, close to Barr St.

REASON FOR REQUESTING SUBDIVIDING AND PROPOSED USE OF EACH LOT

To build 4 single family residences

Short Subdivision Application

ZONING CLASSIFICATION

PRESENT ZONING CLASSIFICATION R-2PROPOSED ZONING CLASSIFICATION R-2

LIST ANY AND ALL EXISTING PROPERTY RESTRICTIONS AND COVENANTS PERTAINING TO THE PROPERTY TO BE SUBDIVIDED

LIST ANY PROPOSED RESTRICTIONS, IF ANY, ON THE PROPERTY TO BE SUBDIVIDED

HAS THE PROPERTY BEEN SHORT PLATTED WITHIN THE PAST FIVE (5) YEARS?

 YES NOIF YES, PLEASE EXPLAIN: It was changed to a condominium plat
which is no longer economically feasible

I hereby certify that I am the owner of the property proposed for subdivision and I have reviewed the contents of this application and know the information provided to be true and correct. If any of the information provided in this application is incorrect, the approval may be revoked. Further, I grant permission from the owner to any and all employees and representatives of the city of Castle Rock and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application.

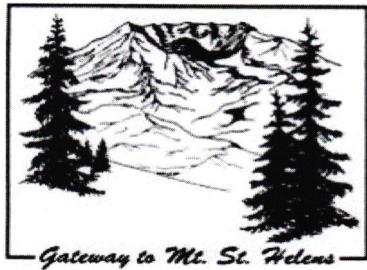
I AGREE TO PAY ALL FEES OF THE CITY THAT APPLY TO THIS APPLICATION. FEES ARE NOT REFUNDABLE.

APPLICANT'S SIGNATURE: Michael SorelDATE: 12/11/25

FOR OFFICE USE ONLY

DATE OF APPLICATION	PAYMENT RECEIPT NUMBER	SHORT PLAT NUMBER
12/11/2025	19213	

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CRP-25-027



Environmental Questionnaire

141 A St SW/ PO Box 370

Castle Rock, WA 98611

Phone: 360.274.8181

finance@ci.castle-rock.wa.us

bldgdept@ci.castle-rock.wa.us

OFFICIAL USE ONLY

CASE # _____ RELATED FILE # _____

RECEIVED BY: Akesson

Applicant: Michael Vose

Project Name: Short Plat

Please answer these questions to determine if your proposal will require a State Environmental Protection Act (SEPA) review under Castle Rock Municipal Code (CRMC) 18.04. The activities listed below are listed in Castle Rock Municipal Code 18.04.110, Flexible thresholds for categorical exemptions and WAC 197-11-800. An affirmative answer to any one question will trigger a SEPA review which requires submittal of a SEPA Checklist and associated Fees.

If you indicate 'N' for any or all questions, this does not exempt you from having to complete additional environmental reviews such as, but not limited to the SEPA Environmental Checklist, Critical Areas Determination, Critical Areas Permit, Floodplain Permits, etc.

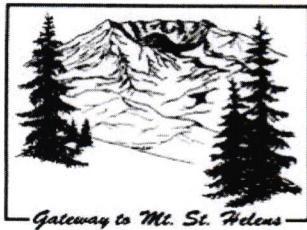
If you indicate 'Y' for any question, please complete the SEPA Environmental Checklist (contact Castle Rock City Hall for additional forms).

Y	N	
		(1) Minor new construction – Flexible thresholds (WAC 197-11-800)
<input checked="" type="checkbox"/>		(a) Does your project require a rezone?
<input checked="" type="checkbox"/>		(b) Will your development activity be undertaken wholly or partly on lands covered by water?
<input checked="" type="checkbox"/>		(i) Are you proposing to construct or locate more than ten (10) residential structures or dwelling units?
<input checked="" type="checkbox"/>		(ii) Are you proposing to construct a barn, loafing shed, farm equipment storage building, produce storage or packing structure, or similar agricultural structure, covering greater than 10,000 square feet?
		If so, will the structure(s) be used for any activity other than farming?
		Is your proposal a feed lot?
<input checked="" type="checkbox"/>		(iii) Does your proposal include constructing an office, school, commercial, recreational, service or storage building greater than 8,000 square feet of gross floor area or requiring more than thirty (30) parking spaces?
<input checked="" type="checkbox"/>		(iv) Does your proposal include construction of a parking lot designed for more than twenty (20) automobiles?
<input checked="" type="checkbox"/>		(v) Will you fill or excavate more than 500 cubic yards throughout the total lifetime of the fill or excavation? (FYI, a dump truck holds approximately 10-15 cubic yards)

Environmental Questionnaire

Y	N	
		(3) Repair, remodeling and maintenance activities. (WAC 197-11-800)
<input checked="" type="checkbox"/>		(a) Does your project include dredging?
<input checked="" type="checkbox"/>		(b) Does your project include reconstruction/maintenance of groins and similar shoreline protection structures?
<input checked="" type="checkbox"/>		(c) Does your project include replacement of utility cables that must be buried under the surface of the bedlands?
<input checked="" type="checkbox"/>		Does your project include repairing/rebuilding or a major dam, dike, or reservoir?
		(4) Water rights. (WAC 197-11-800)
<input checked="" type="checkbox"/>		Will your project appropriate more than one cubic foot per second of surface water, or of 2,250 gallons per minute or less of ground water, for any purpose?
		(6) Minor land use decisions. (WAC 197-11-800)
<input checked="" type="checkbox"/>		(a) Are you requesting approval of a short subdivision within a plat or subdivision previously exempted under this subsection?
		(23) Utilities. (WAC 197-11-800)
<input checked="" type="checkbox"/>		(a) Does your proposal include a communication tower or relay station?
<input checked="" type="checkbox"/>		(b) Will your storm water, water and sewer facilities, lines, equipment, hookups or appurtenances include, utilize or connect to lines more than eight (8) inches in diameter?
		(24) Natural resources management. (WAC 197-11-800)
<input checked="" type="checkbox"/>		(c) Does your project include an agricultural lease for more than one hundred sixty (160) contiguous acres?
<input checked="" type="checkbox"/>		(g) Does your proposal include development of recreational sites designed for all-terrain vehicles?
<input checked="" type="checkbox"/>		Does your proposal include more than twelve (12) campsites?
		(25) Personal wireless service facilities. (WAC 197-11-800)
<input checked="" type="checkbox"/>		(a) (i) Does your proposal include attaching a microcell to an existing residence or school?

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 CRP-25-027



Preliminary Short Subdivision Drawing Requirements Submittal Checklist

141 A St SW / PO Box 370

Castle Rock, WA 98611

Phone: 360.274.8181

bldgdept@ci.castle-rock.wa.us

Drawing Requirements

See Castle Rock Municipal Code (CRMC) 16.37 – Table of Required Information

The Preliminary Short Subdivision drawing does not need to be completed by a surveyor, but it must contain the applicable information necessary to demonstrate compliance with applicable codes and regulations, including:

(Applicant Check Off as Completed)

The numbering below coincides with CRMC 16.37.010 – Table of Required Information

- 1. Short Plat Map drawn to scale in black ink. All pertinent information shall be shown normally at a scale of 1" to 100'; however, the scale may be increased or decreased to fit standard size sheets of 18" by 24". In all cases, the scale shall be a standard drafting scale, being 10, 20, 30, 40, 50, or 60 feet to the inch or multiples of 10 for any one of these scales;
- 2. Appropriate identification of the drawings as a short plat, large lot, subdivision, preliminary, final, boundary line adjustment, binding site plan and the name of the development. The name shall not duplicate or resemble the name of any other subdivision in the county unless the subject subdivision is contiguous to an existing subdivision under the same subdivision of the same last name filed;
- 4. The names and addresses of the owner(s) and surveyor or engineer;
- 5. The date, north point and scale of the drawing;
- 6. A full legal description and location of the entire development property;
- 7. The locations, widths, lengths and names of both improved and unimproved streets and alleys within or adjacent to the proposed development together with all existing easements and other important features such as section lines, section corners, city and urban growth area boundaries lines, and monuments;
- 9. The name and location of adjacent subdivisions and the existing location and layout of existing streets which are adjacent to or across contiguous right-of-way from the proposed development;
- 10. The location and approximate dimensions of lots, proposed lot and block numbers;
- 11. The location, approximate acreage and dimensions of areas proposed for public use;
- 12. The location, approximate acreage and dimensions of areas proposed for open space, park, recreation, and/or common ownership;
- 13. The property's current zoning;
- 14. Existing contour lines at sufficient intervals for slopes of 15% or more. Show existing evaluations related to some established benchmark or datum approved by the city engineer (1929 NGVD);
- 15. The locations and sizes of existing public and private sanitary sewers, water mains, and public storm drains, culverts, fire hydrants, and electrical lines within and adjacent to the proposed development;
- 16. The approximate radii of any existing public street or road within the proposed development;
- 17. Existing uses of property and locations of all existing buildings and designating which existing buildings are to remain after completion of the proposed development;
- 18. The location of areas subject to inundation, stormwater overflow, and/or within a designated 100-year floodplain, all areas covered by water, and the location, width and direction of flow of all watercourses;

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**Preliminary Short Subdivision
Drawing Requirements Submittal Checklist - Continued**

- 19. Locations of existing natural features such wetlands which would affect the design of the development;
- 20. A vicinity map showing the location of the proposed development in relation to the rest of the city;
- 21. The approximate locations, widths, lengths, names and curve radii for all proposed streets;
- 22. The locations and dimensions of proposed lot and block numbers. Numbers shall be used to designate each such block and lot. Where a plat is an addition to a plat previously recorded, numbers of blocks and lots or parcels shall be in consecutive continuation from a previous plat;
- 23. A preliminary public facilities plan for the location and construction of proposed water service facilities to serve the development;
- 24. A preliminary public facilities plan and profile for the location and construction of proposed sanitary sewer facilities to serve the development;
- 25. A preliminary plan for storm drainage, erosion and sedimentation control;
- 26. Locations, widths, and lengths of streets and roads to be held for private use and all reservations or restrictions relating to such private roads;
- 27. Designation of any land the council may require held for public reserve and configuration of projected lots, blocks, streets and utility easements should the reserved land not be acquired;
- 28. All areas and the proposed uses thereof to be dedicated by the owner;
- 29. The following survey data:
 - a. Track, block and lot boundary lines with dimensions;
- 31. The lot area in square feet identified on each lot on the plat;
- 32. Designation of proposed portions of subdivisions to be developed in phases, if any, indicating proposed sequence of platting;
- 34. Deed restrictions or covenants, if any, in outline form;
- 35. Existing and proposed easements clearly identified and denoted by dashed lines and, if already of record, their recorded reference. The width of the easement, its length and bearing, and sufficient ties to locate the easement with respect to the development shall be shown;
- 36. Identification of any land or improvements to be dedicated or donated for any public purpose or private use in common

If conflicts arise with the information provided in this form, the codes and regulations are the final authority.

ADDITIONAL INFORMATION

Existing use of property: Previously single family dwelling

Proposed use of properties: Single family dwelling

If the proposed development is constructed, what is an estimate of the traffic generation to and around the subject property that is anticipated? 4 residences, so maybe

10 - 15 trips/day

CRP-25-027



Preliminary Short Subdivision Application Counter Checklist

141 A St SW / PO Box 370
Castle Rock, WA 98611
Phone: 360.274.8181
bldgdept@ci.castle-rock.wa.us

PRINT ALL INFORMATION

Application Number: CRP-25-027 Related Case Number(s): _____

Property Address: 441 Front Ave NW Castle Rock, WA

Parcel Number(s): 30214

Property Owner: Michael Vorze Phone Number: 360-270-5371

Property Owner's Mailing Address: 102 Buland Dr. Castle Rock, WA

I have received the requirements of a Short Subdivision Application provided in CRMC 16.32 and understand what is required in order to submit a complete application.

Signature: Michael Vorze Date: 12/10/25

An application to subdivide a property must be signed by the property owner.

PRINT ALL INFORMATION

Applicant's information (if different than the property owner)

Applicant: _____ Phone Number: _____

Mailing Address: _____
(Street or PO Box) _____ City _____ State _____ Zip _____

SUBMITTED	RECEIVED	
X	X	Master Application
X	X	Short Subdivision Packet Contents Page
X		Pre-Application Meeting Notes/Comments Received from the Required Pre- App Meeting
X		General Land Use Application
X		Short Subdivision Application
X		Preliminary Short Subdivision Application Counter Checklist (This Form)
X		Environmental Questionnaire. <i>If the answer to any one question is affirmative then a full Environmental Checklist (SEPA) is required.</i>
X		SEPA Checklist + Fees - (If Required)
X		Narrative - One (1) copy of a narrative describing the proposed use and the expected number of occupants and/or employees and estimated vehicle trips generated by the use
X		Short Plat Map containing the required information (CRMC 16.37)
X		Proof of Ownership and/or authorization to apply if the property is a corporation
X		Payment of Fees (See Fee Schedule for Fee Amounts)

'RECEIVED' Boxes to be completed by City Clerk

CRP-25-027

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