



## Agricultural Short Subdivision Application

1. An applicant may have the option to divide the property through an Agricultural Short Subdivision per the provisions of WCC 20.40.252(1) which provides for the segregation of a farmstead parcel with an existing residence(s) from a remainder parcel used for farming in the agriculture zone. The following restrictions apply:
  - The farmstead home site parcel shall be less than one acre, unless the existing residential structure(s) and/or well and septic constraints require a larger parcel, but shall not exceed three acres; and
  - The remainder parcel shall be equal to or greater than 10 nominal acres; and
  - The remainder parcel shall have no development rights and a condition containing the language as provided in WCC 20.40.251(3) shall be included on the short plat for the remainder parcel prior to final approval; and
  - The applicant and his or her heirs provide right of first purchase for a period of not less than 60 days through deed restriction to the original purchaser and subsequent purchasers of the remainder parcel for purchase of the farmstead home site parcel before they are offered on the open market; and
  - A right to farm disclosure statement as provided for in WCC 14.02.040(B) will be signed by the farmstead home site owner and subsequent purchasers of the farmstead home site parcel, and recorded as per WCC 14.02.040(A)(1) and 14.02.050; and
  - All land division shall comply with the appropriate map and recording provisions of WCC Title 21; and
  - The overall submittal shall comply with WCC 20.40.250 et seq.
2. Prior to an Agricultural Short Subdivision application you must have a pre-application meeting. Please see the **PRE-APPLICATION MEETING** application for requirements.
3. After you have had a pre-application meeting and completed all applicable application materials, and all requirements outlined in the pre-application meeting, contact the planner who processed your pre-application to schedule a time for submittal of the agriculture short subdivision application. Applications are accepted digitally via email by sending all application materials to [epermits@co.whatcom.wa.us](mailto:epermits@co.whatcom.wa.us). Once the application has been received a planner will be assigned and you will be contacted with the project number and applicable fees. If you are unable to submit digitally, please call (360) 778-5900 in order to arrange a mail submittal. The application will be considered vested upon receipt of the applicable fees and Determination of Completeness.

### Agricultural Subdivision Processing Sequence

1. Once your application and fees are submitted staff will review the project, and if all items have been submitted a Determination of Completeness will be issued to the applicant. In addition, the application materials will be routed to the **TECHNICAL REVIEW COMMITTEE** for review of the project.
2. When the basic requirements of WCC 20.40.252 and 21.04.180 appear to be reasonably satisfied, the Technical Review Committee will issue a **NOTICE OF PRELIMINARY APPROVAL** pursuant to WCC 21.04.034(2). This authorizes you to prepare your deed and/or maps.

3. The first set of checkprints may be submitted and reviewed with the initial application. The checkprints will be marked up and returned to the applicant with the Notice of Preliminary Approval.
4. If there are still items that need to be addressed by the applicant the Technical Review Committee will issue a **NOTICE OF ADDITIONAL REQUIREMENTS** (NOAR). The applicant shall have 180 days from issuance of the NOAR to submit requested items.
5. The applicant shall submit the final review packet for the original drawing (mylar) within **TWO YEARS** of receiving the notice of preliminary approval and the applicant shall record the short subdivision original drawing pursuant to WCC 21.04.160(2) within **THREE YEARS** of receiving the notice of preliminary approval. If the applicant fails to submit the original drawing or final review packet within these time frames, the short subdivision shall be considered expired (WCC 21.04.035(2)(c)). Please see the **FINAL SHORT SUBDIVISION APPLICATION** for submittal requirements.



## Agricultural Short Subdivision Application

Pursuant to WCC 21.04.180 the provisions of WCC20.40.252 (1) provide for the segregation of a farmstead parcel with an existing residence(s) off of a remainder parcel used for farming in the Agricultural Zone. The remainder parcel is restricted to agricultural use only. Because no further residential development can occur on the remainder parcel and an existing residential structure is already on the farmstead parcel, many of the standard short plat requirements are unnecessary. Therefore, a shortened review process has been established. However, any subsequent development must comply with all applicable codes.

Proposed Short Subdivision Name \_\_\_\_\_  
Agricultural Short Subdivision

Second Choice Plat Name \_\_\_\_\_  
Agricultural Short Subdivision

SSS # (assigned by PDS) \_\_\_\_\_ Application Date \_\_\_\_\_  
(Determination of Completeness)

### Applicant

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

### Legal Property Owner

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

### Contact Person

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

### Surveyor

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**Parcel Information**

Tax Parcel Number(s) (APN) \_\_\_\_\_

Site Address \_\_\_\_\_

Location in Common Language \_\_\_\_\_

Zoning Designation Agriculture      Acreage \_\_\_\_\_      Fire District \_\_\_\_\_

Flood Zone     Yes             No

Proposed Lot Sizes:  
(1– Farmstead Parcel)      \_\_\_\_\_

(2– Remainder Parcel)      \_\_\_\_\_

Nearest Public Road \_\_\_\_\_

R.O.W. Width \_\_\_\_\_

Private Easement Length \_\_\_\_\_

R.O.W. Width \_\_\_\_\_

Will Remainder Parcel Require Potable Water?     Yes     No

Water Supply Source \_\_\_\_\_

*Existing* Restrictions and Covenants \_\_\_\_\_

*Proposed* Restrictions and Covenants \_\_\_\_\_

Variance Requested \_\_\_\_\_

Technical Review Committee (TRC) Meeting Date \_\_\_\_\_  
(Assigned By PDS)

**NOTE: Fees will be assessed in accordance with the Whatcom County Unified Fee Schedule (UFS) in effect at the time of application submittal. Please contact Planning and Development Services to determine project specific fees. Click [here](#) to see the current UFS.**

**Per UFS 2843 all permits and applications are subject to a Technology fee. The fee is calculated on the permit/application fees due.**



### Materials Required Prior To Submittal

Applicant Checklist		PDS Checklist
<input type="checkbox"/>	1. Subdivision Guarantee –Also referred to as a Plat Certificate	<input type="checkbox"/>
	2. Completed <a href="#">Lot of Record (LOR) Application</a> - <b>For each lot involved.</b>	
<input type="checkbox"/>	A. A current title report or update of title report issued no more than 60 calendar days prior to application	<input type="checkbox"/>
<input type="checkbox"/>	B. Complete Deed History provided by Title Company	<input type="checkbox"/>
<input type="checkbox"/>	C. Color-coded map	<input type="checkbox"/>
<input type="checkbox"/>	3. If any of the parcels involved are with the Lake Whatcom watershed, the Lake Samish watershed, or the Lake Padden watershed please provide the following:	<input type="checkbox"/>
	A. Amount of impervious surfaces (in square feet) of each lot. Impervious surface includes all gravel areas, driveways, walkways, structure footprints (houses, sheds), impervious decks and roof overhangs greater than 18 inches. The impervious surface areas should also be shown on the map.	
<input type="checkbox"/>	4. A sketch map <b>showing all of the following:</b> (The sketch map shall be on a legal or letter size sheet of paper with a 1 inch border on all sides.)	<input type="checkbox"/>
<input type="checkbox"/>	A. Name of landowner(s)	<input type="checkbox"/>
<input type="checkbox"/>	B. Name of proposed boundary line adjustment (only if being done by Mylar)	<input type="checkbox"/>
<input type="checkbox"/>	C. General layout of proposed adjustment	<input type="checkbox"/>
<input type="checkbox"/>	D. Common language description of the general location of the boundary line adjustment	<input type="checkbox"/>
<input type="checkbox"/>	E. Approximate locations of existing roads and driveways	<input type="checkbox"/>
<input type="checkbox"/>	F. Approximate location of existing utilities (water supply, sewer/septic)	<input type="checkbox"/>
<input type="checkbox"/>	G. Approximate location of all existing structures (houses, garages, sheds, etc.)	<input type="checkbox"/>

- |                          |   |                          |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | H. Vicinity map   | <input type="checkbox"/> |
| <input type="checkbox"/> | I. Common engineering map scale (i.e. 1" = 100', 200' or 400") / north arrow/ sheet number (if applicable)  | <input type="checkbox"/> |
| <input type="checkbox"/> | J. Section, township, range, and municipal and county lines in the vicinity   | <input type="checkbox"/> |
| <input type="checkbox"/> | K. General boundaries of the site with general dimensions shown   | <input type="checkbox"/> |
| <input type="checkbox"/> | L. DASHED lines marking "old (property) line(s)", BOLD lines showing "new (property) line(s)".  | <input type="checkbox"/> |
| <input type="checkbox"/> | 5. If the proposed farmstead site proposed farmstead site exceeds the minimum lot size, provide written evidence that the proposal fulfills the requirements of WCC 20.40.251.  | <input type="checkbox"/> |
| <input type="checkbox"/> | 6. Submit the original drawings to be routed to the Technical Review Committee.   | <input type="checkbox"/> |
| <input type="checkbox"/> | 7. Applicable Fees – Once the application has been received a planner will be assigned and you will be contacted with the project number and applicable fees. You can pay for your permit by the following options:   | <input type="checkbox"/> |
|                          | <ul style="list-style-type: none"> <li>• Credit or Debit Card. Call 360-778-5900 to arrange payment. (there is a 2.35% transaction fee on credit cards, \$1.00 for debit cards.) Please have your permit number ready for the cashier.</li> <li>• Mail a check payable to Whatcom County Planning to 5280 Northwest Drive, Bellingham WA 98226. (please include your permit number on the check)</li> </ul> |                          |

**WHATCOM COUNTY**  
Planning & Development Services  
5280 Northwest Drive,  
Bellingham, WA 98226-9097  
360-778-5900, TTY 800-833-6384  
360-778-5901 Fax



**Mark Personius, AICP**  
Director

**Fee Responsibility**

Venue and Jurisdiction: The parties hereto recognize and agree that the venue of any action involving their rights or obligations related to this application shall be in Whatcom County, and the parties' rights and obligations hereunder shall be determined, in accordance with the laws of the State of Washington.

Fee Guaranty: Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment of fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule and that my personal guarantee is part of the consideration for review of the application.

I/we, \_\_\_\_\_, hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Notary Public in and for the State of Washington

Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

**WHATCOM COUNTY**  
Planning & Development Services  
5280 Northwest Drive  
Bellingham, WA 98226-9097  
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**Mark Personius, AICP**  
Director

### **Agent Authorization**

If you are authorizing an agent to apply for permits on your behalf you must complete this form and have it notarized, which will provide authorization for a designated agent to apply for permits on your behalf.

I/we, \_\_\_\_\_, the owner(s) of the subject property, understand that by completing this form I hereby authorize \_\_\_\_\_ to act as my agent. I understand that said agent will be authorized to submit applications on my behalf, and that any fees associated with submitted applications are due to me and not to the said agent. I also understand that once an application has been submitted that all future correspondence will be directed to the agent.

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Parcel Number

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed Name

Notary Public in and for the State of Washington

Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application received by \_\_\_\_\_

Date \_\_\_\_\_