



TOWN OF BEAUX ARTS VILLAGE

SHORT SUBDIVISION APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS: Pursuant to State law, the Town of Beaux Arts Village enacted an ordinance governing short subdivisions, short plats, and boundary-line adjustments. The instructions given here are intended to describe the general requirements for filing an application with the Town Clerk. Please refer to the current Subdivision Ordinance for detailed instructions, requirements, and procedures.

The application consists of three pages of forms and one or more attachments. When completed, the applicant must submit ten copies of the application to the Town Clerk with the non-refundable application fee as set by the Town's fee resolution.

Please complete the forms and provide attachments as follows:

Page 1: The Town will complete the top half of the page upon approval of your application. The applicant must provide the legal description of the entire tract of property for which this application is made. Please insert the legal description in the space reserved on the bottom half of the page. If additional space is required, please attach additional sheets and number them accordingly.

Page 2: The applicant is responsible for completing all of this page. All owners of property involved in this application must sign this page and have their signatures notarized.

Page 3: This page must be completed by a land surveyor licensed to practice in the State of Washington. The surveyor may substitute his or her own map in lieu of this page provided the information requested in the lower portion of the form is included on that map. Please refer to the ordinance for other specific details related to the data that must be included on the map.

Attachments: Preliminary Title Report

The completed application forms must be accompanied by a preliminary title report dated within 30 calendar days of the date the completed application is submitted to the Town Clerk.

RETURN TO:
Town of Beaux Arts Village
10550 SE 27th Street
Beaux Arts Village, WA 98004



TOWN OF BEAUX ARTS VILLAGE

SHORT SUBDIVISION NO. _____

Filed for record at the request of

Name of Applicant

APPROVAL:

Reviewed and approved by the Town
Council and hereby certified for filing
this ___ day of _____, _____.

Mayor

Town Clerk

LEGAL DESCRIPTION:

TAX-PARCEL ID#:

Short Subdivision No. ____

Page ____ of ____

DECLARATION:

Know all men by these present that we, the undersigned, owner(s) in fee simple and contract purchaser(s) of the land herein described do hereby make a short subdivision thereof pursuant to RCW 58.17.060 and acknowledge that said short subdivision shall not be further divided in any manner within a period of five years, from date of record, without the filing of a final plat. The undersigned further declare this short plat to be the graphic representation of said short subdivision that same is made with the free consent and in accordance with the desire of the owner(s).

In witness whereof we have set our hands and seals.

_____ Name

_____ Name

_____ Name

_____ Name

_____ Name

_____ Name

STATE OF WASHINGTON,

County of _____

On this day personally appeared before me _____

_____ to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that _____ signed the same as _____ free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____, _____.

Notary Public in and for the State of Washington,
residing at _____

seal

NOTARY FOR DECLARANT SIGNATURES OF SHORT SUBDIVISION NO. _____

STATE OF WASHINGTON,

County of _____

On this day personally appeared before me _____

_____ to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that _____ signed the same as _____ free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____, _____.

Notary Public in and for the State of Washington,
residing at _____

seal

Land Surveyor's Certificate:

Map on File in Vault

This short subdivision correctly represents a survey made by me in conformance with the requirements of appropriate state statutes and has been properly staked in accordance with the Town of Beaux Arts Village Subdivision Ordinance.

Direction:

Scale:

Date Signature

Certificate No. _____ Stamp