

Chapter 17.09 SHORT SUBDIVISIONS¹

17.09.010 Scope.

- A. Except as provided in CMC Section 17.01.030B. or a binding site plan under Chapter 17.15 of this title, any land being divided into nine or fewer lots, unit lots, sites or parcels for the purpose of conveyance, shall meet the requirements of this chapter.
- B. Tracts may be in addition to the lot count provided that the tract is reserved as forested lands, part of the open space network, serving as stormwater detention and treatment, or set aside as an unbuildable area due to critical lands.

(Ord. 2483 § 1 (Exh. A (part)), 2007)

(Ord. No. 25-025, § I (Exh. A), 12-15-2025)

17.09.020 Decision process.

Applications for short plat approval shall be processed as a Type II decision, subject to the provisions of CMC Chapter 18.55.

(Ord. 2483 § 1 (Exh. A (part)), 2007)

17.09.030 Preliminary short plat approval.

- A. Preapplication.
 - 1. In accordance with CMC Chapter 18.55, the applicant must proceed with the formal preapplication process prior to application submittal for review.
 - 2. The applicant shall submit to the community development department the preapplication form and copies of their proposal drawn to an engineer scale on paper, showing lot sizes, topography and overall lot dimensions.
- B. Application/Fees. In addition to those items listed in CMC 18.55.110, the following items are required, in quantities specified by the City of Camas, for a complete short plat application for preliminary approval. Items may be waived if, in the judgment of the community development director, they are not applicable to the proposal:
 - 1. Completed general application form as prescribed by the community development director with the applicable application fee;
 - 2. Complete and submit a transportation impact study to determine the adequacy of the transportation system to serve the proposed development, and to mitigate impacts of the proposal on the surrounding transportation system, if required;
 - 3. Complete applications for other required land use approvals applicable to the proposal;

¹Prior ordinance history: Ords. 2443 and 2455.

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4. Vicinity map showing location of the site; and
 5. Site and development plans which provide the following information:
 - a. A preliminary plat map meeting the standards identified in CMC Section 17.01.050,
 - b. The names of owners of adjacent land and the names of any adjacent subdivisions,
 - c. Lines marking the boundaries of the existing lot(s) (any existing lot to be eliminated should be a dashed line and so noted),
 - d. Names, locations, widths and dimensions of existing and proposed public street rights-of-way, public and private access easements, parks and other open spaces, reservations, and utilities,
 - e. Location, footprint and setbacks of all existing structures on the site,
 - f. Location of existing and proposed sidewalks, street lighting, and street trees,
 - g. Lot area and dimensions for each lot,
 - h. Location of proposed new property lines and numbering of each lot,
 - i. Location of proposed building envelopes and sewer tanks,
 - j. Location, dimensions and purpose of existing and proposed easements. Provide recorded documents that identify the nature and extent of existing easements,
 - k. Location of any proposed dedications,
 - l. Existing and proposed topography at two-foot contour intervals, extending to ten feet beyond the project boundaries,
 - m. Location of any critical areas and critical area buffers, to indicate compliance with all applicable provisions of the critical areas legislation, as required under Title 16 and Title 18 of this code,
 - n. Description, location and size of existing and proposed utilities, storm drainage facilities, and roads to service the lots,
 - o. Locations of all fire hydrants within five hundred feet of the proposal,
 - p. A survey of existing significant trees as required under CMC Section 18.13.045; and
 - q. Show location and height of all proposed retaining walls, regardless of height. Provide cross sections for retaining walls over four feet in height.
 6. For properties with slopes of ten percent or greater a preliminary grading plan will be required with the development application that shows:
 - a. Two-foot contours,
 - b. The proposed lots and existing topography,
 - c. The proposed lots with proposed topography, and
 - d. Total quantities of cut and fill;
 7. Preliminary stormwater plan and preliminary stormwater technical information report (TIR). The preliminary stormwater TIR is to be prepared in accordance with Ecology's latest edition Stormwater Management Manual for Western Washington (SWMMWW);
 8. For properties with development contemplated on slopes of ten percent or greater a preliminary geotechnical report will be consistent with CMC Chapter 16.59;

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9. A narrative addressing ownership and maintenance of open spaces, stormwater facilities, public trails and critical areas, and the applicable approval criteria and standards of the Camas Municipal Code.
 10. An engineering estimate of costs for site improvements, both public and private, shall be submitted at the time of application.
- C. Review Procedures.
1. Referral to Other Departments. Upon receipt of a complete application for a short subdivision, the community development department shall transmit one copy of the application to any department or agency deemed necessary to review the proposal.
 2. Additional Submittals. The review process will determine if additional studies or submittals are required with regard to SEPA, critical areas, archeological or historical significance. If further material is required, the review process will stop until the required information is submitted in accordance with CMC Chapter 18.55.
 3. Proposed short subdivisions located adjacent to the right-of-way of state highways shall be submitted to the Washington Department of Transportation (WSDOT) for review, consideration and recommendation. This condition may be satisfied as part of the SEPA process. However, if a SEPA checklist is not required, it is the applicant's responsibility to notify WSDOT of the proposal. Recommendations from Washington Department of Transportation shall be considered by the City in the conditions of approval for the short subdivision.
 4. Community Development Director. The community development director or designee may approve, approve with modifications, or deny the application for a preliminary short plat.
- D. Criteria for Preliminary Short Plat Approval. The community development director or designee shall base their decision on an application for preliminary plat approval on the following criteria:
1. The proposed short plat is in conformance with the Camas comprehensive plan, neighborhood traffic management plan, Camas parks and open space comprehensive plan, and any other city adopted plans;
 2. Provisions have been made for water, storm drainage, erosion control and sanitary sewage disposal for the short plat which are consistent with current standards and plans as adopted in the Camas Design Standard Manual;
 3. Provisions have been made for roads, utilities, street lighting, street trees, and other improvements that are consistent with the six-year street plan, the Camas Design Standard Manual and other state adopted standards and plans;
 4. Provisions have been made for dedications, easements and reservations;
 5. Appropriate provisions are made to address all impacts identified by the transportation impact study;
 6. The design, shape and orientation of the proposed lots are appropriate to the proposed use for which the lots are intended;
 7. Provisions are made for the maintenance of commonly owned private facilities;
 8. The short plat complies with the relevant requirements of the Camas land development and zoning codes, and all other relevant local regulations; and
 9. That the plat meets the requirements of Chapter 58.17 RCW and other applicable state and local laws which were in effect at the time of preliminary plat approval.

(Ord. 2483 § 1 (Exh. A (part)), 2007)

(Ord. No. 2612, § I(Exh. A), 2-7-2011; Ord. No. 18-014, § IX, 9-4-2018; Ord. No. 19-001, § I(Att. A), 1-22-2019; Ord. No. 19-012, § II(Exh. A), 11-4-2019; Ord. No. 21-005, § I(Exh. A), 3-15-2021; Ord. No. 22-007, § I, 5-16-2022; Ord. No. 25-025, § I (Exh. A), 12-15-2025)

17.09.040 Expiration.

If the short plat is not recorded within five years of the date of preliminary short plat approval, the short plat shall become null and void. Upon written request by the developer prior to the expiration date, the community development director may grant an extension of not more than two years. The director shall consider economic conditions and such other circumstances as may warrant the extension. If the director denies a request for an extension, the developer may appeal that decision to the city council by filing a written notice of appeal with the director not later than thirty days after the date of the decision.

(Ord. 2483 § 1 (Exh. A (part)), 2007)

(Ord. No. 2612, § I(Exh. A), 2-7-2011; Ord. No. 2645, § I, 3-19-2012; Ord. No. 17-005, § I(Exh. A), 5-15-2017; Ord. No. 19-012, § II(Exh. A), 11-4-2019)

17.09.050 Limitations on further subdivision.

Any land short platted shall not be further divided for a period of five years after the final short plat is recorded without following the provisions for subdivision. This provision applies to any lots, tracts or parcels recorded as part of the plat.

(Ord. 2483 § 1 (Exh. A (part)), 2007)

17.09.060 Contiguous short plats.

No application for a short plat shall be approved if the land being divided is held in common ownership with a contiguous parcel that has been divided in a short plat within the preceding five years.

(Ord. 2483 § 1 (Exh. A (part)), 2007)

17.09.070 Unit Lot Subdivisions.

A unit lot subdivision (ULS) creates new lots much like a typical subdivision, except a ULS allows flexible application of dimensional standards. In a ULS, the development as a whole is on the "parent lot" which conforms to the zoning dimensional standards while individual "unit lots" are not required to. Unit lots (also called child lots) are individual, sellable, legal lots of record with their own tax or parcel identification number.

- A. Applicability. A lot to be developed with middle housing (including accessory dwelling units) or multiple detached single-family residences, in which no dwelling units are stacked on another dwelling unit or other use, may be subdivided into individual unit lots as provided herein.
- B. Process. Unit lot subdivisions shall follow the application, review, and approval procedures for a short subdivision.
- C. Development as a whole on the parent lot, rather than individual unit lots, shall comply with applicable design and development standards.
- D. Subsequent platting actions and additions or modifications to structure(s) may not create or increase any nonconformity of the parent lot.

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- E. Access easements, joint use and maintenance agreements, and covenants, conditions and restrictions (CC&Rs) identifying the rights and responsibilities of property owners and/or the homeowners' association shall be executed for use and maintenance of common garage, parking, and vehicle access areas; bike parking; solid waste collection areas; underground utilities; common open space; shared interior walls; exterior building facades and roofs; and other similar features shall be recorded with the county auditor.
 - F. Portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots.
 - G. Notes shall be placed on the face of the plat or short plat as recorded with the county auditor to state the following:
 - 1. The title of the plat shall include the phrase "Unit Lot Subdivision."
 - 2. Approval of the development (design and layout) on each unit lot was granted by the review of the development, as a whole, on the parent lot under file #.
 - 3. Subsequent subdivision actions, additions, or modifications to the unit lot housing development, including all structures, may not create or increase any nonconformity of the parent lot as a whole, and shall conform to the approved unit lot housing development project or to the land use and development standards.
 - 4. If a structure or portion of a structure within the unit lot housing development project has been damaged or destroyed, any repair, reconstruction, or replacement of any structure shall conform to the approved unit lot housing development project or to the land use and development standards in effect at the time the proposed repair, reconstruction, or replacement project's permit application becomes vested.
 - 5. Additional development or redevelopment of the individual unit lots may be limited as a result of the application of development standards to the parent lot.

(Ord. No. 25-025, § I (Exh. A), 12-15-2025)

17.09.080 Administrative Lot Split.

Pursuant to RCW 58.17.145, an existing residential lot may be split into two lots for the purpose of sale, lease, or transfer of ownership pursuant to this section.

- A. Applicability. Administrative lot splits are permitted only within residential zones. A lot is not eligible for an administrative lot split if the proposed lot split would result in a lot that is not buildable under applicable locally adopted development regulations, including, but not limited to, critical areas, shorelines, stormwater, setbacks, impervious surface area, and building coverage standards.
- B. Process. Except as provided for in this section, administrative lot splits shall follow the application, review, and approval procedures for a short subdivision.
- C. General Requirements.
 - 1. An administrative lot split must only create one additional lot.
 - 2. The parent lot must not have been created by an administrative lot split authorized by this section.
 - 3. Both the parent lot and the proposed new lot must meet the minimum lot size of the zone in which the administrative lot split is located. The newly created lot is not subject to any maximum lot size requirement.

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4. Access and utility rights must be granted or conveyed as necessary on or before recording of the lot split survey to provide access for the maximum number of dwelling units that could be developed on the newly created lot, provided such access rights may be reduced through review of a subsequent application for a building permit, short plat, unit lot subdivision, or subdivision if less than the maximum number of dwelling units are built on the newly created lot.
 5. If a lot split results in a newly created lot of a size that would allow for further land division, subsequent lot splits are not allowed but the newly created lot may be divided under other applicable land subdivision processes.
 6. If the lot split would require demolition or alteration of any existing housing that would displace a renter, the applicant must recommend a displacement mitigation strategy that may include, but is not limited to, relocation assistance.
- D. Right-of-way dedication, frontage requirements, and improvements.
1. A proposed lot split may be conditioned upon dedication of right-of-way on the parent lot to the extent such dedication would otherwise be required for the development, short plat, or subdivision of the parent lot absent an administrative lot split.
 2. Development of dwelling units on the newly created lot or further subdivision of the newly created lot may be conditioned upon construction of frontage improvements to a right-of-way adjacent to either the parent lot or the newly created lot.
- E. Administrative lot split survey.
- A lot split survey must be recorded with the Clark County Auditor's Office and shall include, as notes, and comply with the following requirements, as applicable:
1. Further administrative lot splits are not permitted on either the parent lot or newly created lot;
 2. The city is immune from any liability, loss, or other damage suffered by another that is related to the city's approval of the lot split, including if the lot split creates a lot that is later determined unbuildable, RCW 58.17.145;
 3. If applicable, indicate whether future development will require frontage improvements;
 4. If applicable, indicate whether dedication of right-of-way is required and note the location of the right-of-way to be dedicated; and
 5. If applicable, note the location of all required access and utility rights granted or conveyed.