



PLAT ALTERATION APPLICATION

OFFICE USE ONLY:

City of Ferndale Community Development Department
2095 Main Street/ PO Box 936
Ferndale, WA 98248 (360) 685-2359
www.cityofferndale.org

Submittal Requirements:

- Submit all application materials electronically here: www.cityofferndale.org/permits
- Upload all submittals listed in [FMC 14.07.050 Table 1: Land Use Submittal Requirements](#)
- Submittal questions: call (360) 685-2359

REVIEW CRITERIA:

Washington State law (RCW 58.17.215) simply states: "The legislative body shall determine the public use and interest in the proposed alteration and may deny or approve the application for alteration." A plat alteration application is required whenever an applicant seeks to modify a recorded subdivision without changing the number of lots within the subdivision.

PROCESS:

Upon receipt of an application for alteration, the legislative body shall provide notice of the application to all owners of property within the subdivision, and as provided for in RCW 58.17.080 and 58.17.090. The notice shall either establish a date for a public hearing or provide that a hearing may be requested by a person receiving notice within fourteen days of receipt of the notice.

Plat Alteration Information:

Plat Name: _____

Plat Type: Short Plat Long Plat Planned Unit Development

Address/Location: _____

Whatcom County Parcel Number(s): _____ Acres: _____

Alteration Requested: _____

Alteration Type: Major Alteration Minor Alteration

Do you anticipate that the proposed plat alteration will require modification of private Covenants, Codes and Restrictions?

If so, please describe: _____

*Prior to submission of a plat alteration application, the applicant must obtain a written determination of alteration status as a minor or major plat alteration. The Community Development Director shall determine whether a requested alteration constitutes a minor or major alteration to the approved plat. The applicant should provide clear and detailed information regarding the proposed alteration in a letter, and a copy of the plat illustrating the changes, to the Community Development Director requesting a determination of plat alteration status. Based on the information provided, the City shall provide a written determination of the status of the plat alteration application and whether a modification to the SEPA decision document is required in conjunction with the plat alteration application. A copy of the City's written response must be provided with the plat alteration application in order for the application to be considered complete.

Applicant/Property Owner: _____

Mailing Address: _____

Phone: _____ FAX: _____

Email: _____

Authorized Agent (if applicable): _____
Relationship (architect, engineer, attorney, realtor, etc.): _____
Mailing Address: _____
Phone: _____ FAX: _____
Email: _____

Engineer or Surveyor: _____
Mailing Address: _____
Phone: _____ FAX: _____
Email: _____

The accuracy of the information provided with this application is the responsibility of the applicant.

Signature: _____ Date: _____

Per RCW 58.17.125: The application shall contain the signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered ***(Complete and return the attached petition form)***

If the subdivision is subject to restrictive covenants which were filed at the time of the approval of the subdivision, and the application for alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof. ***(Provide agreement if applicable)***

Property Owner Consent to File Plat Alteration Application

Name of Property Owner: _____

Name of Plat: _____

NOTE TO SIGNERS: PLEASE READ THE FOLLOWING BEFORE SIGNING THE PETITION

I/We the undersigned agree with all of the following statements:

- I understand that the Property Owner is required to collect signatures of a majority of the legal owners of property within the plat before the City can accept a Plat Alteration application.
- I/we am/are the legal owners of the below-referenced property.
- I have signed the petition by my own free will and consent.
- I understand that the property owner desires approval by the City of Ferndale for a Plat Alteration resulting in the changes shown on the attached exhibit, provided by the property owner.
- I have reviewed the map exhibit, provided by the Property Owner, showing the proposed changes to the Plat.
- I have no objection to the Property Owner submitting an application of a Plat Alteration Application to the City of Ferndale for consideration of the proposed changes.

Legal Owner Name (print)	Mailing Address	Phone	Lot #	Tax Parcel #	Physical Address of Lot	Signature

Affidavit of Petition Circulation: Plat Amendment
(To be completed by the Property Owner requesting Plat Alteration)

I, _____, being first duly sworn on oath, depose and say that on the following dates: _____, I circulated the attached "Petition for Property Owner Consent to File Plat Amendment Application" to property owners within the following plat (name of plat) _____.

I further declare that I showed a copy of the attached exhibit to each individual who was asked to sign the petition, prior to their consent, and that each party clearly understood the nature, extent, and location of the Plat Alteration request.

Furthermore, the following items are attached to the Affidavit (check and attach):

- Petition for Property Owner Consent to File Plat Alteration Application
- Any maps or other exhibit(s) that were shown

(Signature of Person who collected Petition Signatures)

Subscribed and sworn before be this _____ day of _____, 20__.

Notary Public in and for the State of Washington

Print Name: _____

Residing at: _____

My Commission Expires on: _____