



DEPARTMENT OF COMMUNITY DEVELOPMENT

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SUPPLEMENTAL APPLICATION SITE DEVELOPMENT REVIEW – Legal Lot of Record Determination

PARCEL # _____	PROJECT/APPLICANT NAME: _____
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PURPOSE

The purpose of the site development review (SDR) legal lot of record determination process is to provide owners or developers of land a means to verify legal status of lot(s) and whether the lot is eligible to receive development permit applications. The SDR process implements Chapter 18.40 Jefferson County Code (JCC) and Chapter 18.12 JCC.

PROCESS

1. Submit the standard Permit Application along with this Supplemental Application (and the SDR Buildability Analysis supplemental application, if applicable).
2. Department of Community Development (DCD) will review property history information to determine whether the lot was lawfully created.

SUBMITTAL REQUIREMENTS

Required Submittal Items ¹	
	Permit Application
	Supplemental Site Development Review Application
Submit one of the following ²	
	Title Report or Title Commitment
	Recorded Plat: Volume & Page <i>or</i> associated Auditor File Number (AFN): _____

1. *Additional documentation may be required during the site development review process, including but not limited to critical areas reports, State Environmental Policy Act (SEPA) checklist, or septic system documentation.*
2. *As a part of initial submission of the SDR application, DCD may require additional documentation demonstrating that a lot was lawfully created. Submit at least one of the listed documents verifying legal creation of the lot and be advised that further documentation may be required.*

Do you own any adjacent lots?

I, _____, do hereby swear and certify that in addition to the land subject to this application (circle the phrase below that applies):

I have no interest in

I have an interest in

land adjacent to any portion of the subject lots by reason of ownership, contract for purchase by agreement or option by any person, family member, firm, or corporation in any manner connected with me or the development.

The applicant hereby certifies that the site development review and any associated applications are an accurate representation of the property information and proposed development. The applicant hereby acknowledges that any approval issued on this application may be revoked if any such statement is found to be false, and that site development review shall not constitute vesting or authority to commence development per limitations at JCC 18.40.490:

Signature: _____ Print Name: _____ Date: _____

OFFICE USE ONLY	
Site Development Review Permit Fees	
Legal Lot of Record Determination (\$102 hourly rate applies, if required) DCD018	\$ 102.00
Scan Fee DCD022	\$25.50
Site Visit Fee – <i>only if site visit is required</i> (\$204) DCD018	
Subtotal	
	Technology Fee DCD003 – 5%
Total Fees*	
Environmental Health and Public Works fees may be required as part of the SDR process.	

*Additional fees may apply.

Receipt #: _____ Date: _____ Cash/Check/CC: _____