



Final Plat Application

Name of Subdivision / Final Plat: _____

Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____

E-Mail Address: _____

Name of Property Owner: _____

Mailing Address: _____

Telephone Number: _____

E-Mail Address: _____

Authorized Agent Representing Owner -
Architect / Planner / Engineer / Surveyor
Responsible for Preparation of the Plan: _____

Mailing Address: _____

Telephone Number: _____

E-Mail Address: _____

Legal Description of Property: Section: _____ Township: _____ Range: _____

Tax Parcel Number: _____ Total Acreage of Property: _____

Number of Lots: _____

Existing Zone Classification of Land to be Platted and Contiguous Property*: _____

**NOTE: "Contiguous Property" is land adjoining and touching other land, not previously platted, and having the same owner regardless of whether or not portions of the parcels have separate tax lot numbers, or were purchased at different times, lie in different sections, different government lots, or are separated from each other by private road or private rights-of-way.*

Provide 10 copies and two mylar originals of the final plat prepared by a land surveyor licensed by Washington State.

Final Plat Requirements

The final plat shall be drawn to a scale of not less than one inch representing 100 feet unless otherwise approved by the director on sheets 18 inches by 24 inches. If more than one sheet is required each sheet shall be of the above specified size. When two or more sheets are required, an index sheet shall be required showing the entire subdivision, with street and highway names and block numbers. The index sheet may be of a scale smaller than one inch representing 100 feet. The original drawing shall be in black ink on stabilized mylar with a two-inch left side border and half-inch border on the other three sides, and shall contain the following information:

Yes	No	N/A		
			a.	Date, title, name and location of subdivision, graphic scale, north point, and datum of north point. The datum of north point shall be an acceptable datum as prescribed by the city engineer;
			b.	The lines of all streets and roads, alley lines, lot lines, lot and blocks numbered in numerical order, reservations, easements, and any areas to be dedicated to public use, with notes stating their purpose and any limitations;
			c.	Sufficient data to determine readily and reproduce on the ground the location, bearing, and length of every street, easement line, lot line, boundary lines and block line;
			d.	All dimensions to the nearest one hundredth of a foot and angles and bearings in degrees, minutes, and seconds;
			e.	Lambert coordinates, if provided by the public works department, for permanent control monuments shall be shown on the final plat as determined by the city engineer's office;
			f.	All interior permanent control monuments shall be located as determined by the director and shall be clearly shown on the final plat;
			g.	All interior monuments shall be installed prior to the release of any bond;
			h.	The final plat shall be mathematically correct;
			i.	The final plat shall be accompanied by an approved printed computer plot closure or demonstrated mathematical plot closure on all lots, streets, alleys and boundaries;
			j.	A legal description of the land to be subdivided shall be shown on both the title report and final mylar;
			k.	The final plat shall be accompanied by a complete survey of the section or sections in which the plat or replat is located, or as much thereof as may be necessary to properly orient the plat within such section or sections. The plat and section survey may be required to be submitted with complete field and computation notes showing the original or reestablished corners with descriptions of the same and the actual traverse showing error of closure and method of balancing. The error of closure of any and all traverses shall not exceed one foot in 10,000 feet. A sketch showing all distances, angles and calculations required to determine corners and distances of the plat shall accompany this data.

Final Plat Certificates

In addition to other requirements as specified herein, the final plat shall contain or be accompanied by the following:

Yes	No	N/A		
			a.	Certification showing that streets, rights-of-way and all sites for public use have been dedicated;
			b.	Certification by a licensed land surveyor that a survey has been made and that monuments and stakes will be set;
			c.	Certification by the agencies responsible for sewage disposal and water service that the methods of sewage disposal and water service are adequate;
			d.	Certification by the city engineer that the developer has complied with either of the following alternatives: i. All improvements have been installed in accordance with the requirements of these regulations, or ii. Certain improvements have been deferred according to PMC 19.08.050;
			e.	The developer shall furnish the city a plat certificate from a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, or dedication and listing all encumbrances. The certificate shall be dated within 45 days prior to the granting of the final plat by the city council;
			f.	Certification by the county finance department that taxes have been paid in accordance with Section 1, Chapter No. 188, Laws of 1927 (RCW 58.08.030 and 58.08.040) and that a deposit has been made with the county finance department in sufficient amount to pay the taxes for the following year;
			g.	Certification by the city treasurer that there are no delinquent special assessments and that all special assessments certified to the city treasurer for collection on any property herein contained dedicated for streets, alleys or other public uses are paid in full;
			h.	Certification of approval to be signed by the city engineer;
			i.	Certification of approval to be signed by the director;
			j.	Copies of any restrictive covenants as may be used in the subdivision.

Discrepancy

Whenever a survey of a proposed subdivision reveals a discrepancy, the discrepancy shall be resolved before the filing of the final plat. As used in this subsection, "discrepancy" means: a boundary hiatus; an overlapping boundary; or a physical appurtenance, which indicates encroachment, lines of possession or conflict of title.

Hearing Examiner Report

Provide a letter addressing all special requirements outlined within the Hearing Examiners Report.