



## FINAL PLAT SUBMITTAL REQUIREMENTS

**T**he checklist below identifies elements and information necessary for the City to accept a final plat application at the counter for further processing.

If you think an item is not applicable to your project, please bring this to the attention of the planner prior to application submittal. Submittals without all items on this checklist – other than pre-approved exceptions – cannot be accepted at the counter for further processing. Please ensure all items are addressed prior to application submittal.

In most cases, submittals must be made in person. Submittals by mail or email will be accepted only by prior arrangement. The City is not be responsible for material mailed or emailed without prior arrangement.

The information on this checklist is not meant to be all-inclusive and additional materials may be required as review proceeds.

### Submittal Requirements

- A completed Master Land-Use Application, including all required signatures (three copies).
- Signed affidavit or letter of agency if the applicant is an agent authorized to sign on behalf of the owner (one copy).
- Application fee of \$425, due at application in the exact amount, payable by cash, check or card..
- Completed "Final Plat Application Submittal Re-

quirements" checklist (three copies).

- Final plat, including a tree retention sheet (four copies).
- Scaled project vicinity map.
- Written project narrative detailing the proposal (three copies).
- An itemized, written response explaining how each Hearing Examiner, SEPA and plat revision condition of approval is met by the proposed final plat (three copies).
- Title report issued within 30 days of application submittal, including all supporting documentation and any other information required by staff for the purposes of ascertaining ownership and the existence of easements or covenants affecting the property (two copies).
- An arborist's post-construction report confirming the numbers and health of all trees retained for canopy coverage (two copies).
- A tree retention plan reflecting the findings of the arborist's post construction report and demonstrating compliance with tree canopy coverage requirements.
- Approved Certificate of Reserve Capacity (two copies).
- Lot closure calculations (two copies).
- BPA land-use agreement, if applicable (three copies)
- Approved preliminary plat (one copy)

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- Preliminary plat hearing examiner’s decision (one copy)
- Approved preliminary plat revisions, if any (one copy).
- Preliminary plat revision decisions, if any (one copy).
- Preliminary plat SEPA threshold determination (one copy).
- Signed letters of acceptance or approval (one signed copy of each):\*
  - Sewer
  - Water
  - Power
  - Gas
  - Telephone
  - Cable
  - Postmaster
  - Fire Marshal
- List of required improvements expected to be incomplete at the time of final plat approval. (two copies)\*
- A performance bond for completion, within one year of final plat approval, of all required improvements that

- are incomplete on the time of final plat approval (two copies)\*
- Copies of any applicable federal or state permit approvals issued in connection with this project, such as NPDES, U.S. Army Corp of Engineers, State Department of Ecology and State Department of Natural Resources Forest Practices (two copies).
- Homeowners’ association (HOA) articles and certificate of incorporation (two copies)
- PDF copies of all documents on this checklist on a CD or flash drive (one copy).
- CAD files of the approved final plat sheets (one copy).
- List of lot numbers with the associated parcel number for each (one copy)\*

Contact the Department of Public Works and Community Development at (425) 413-6659 with any questions

\* These items must be received prior to final plat approval.