



## FINAL SHORT PLAT APPLICATION REQUIREMENTS

**T**he checklist below identifies elements and information necessary for the City to accept a final short 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. Contact the Department of Public Works and Community Development at 425-413-6659 for an intake appointment prior to application submittal. 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, credit or credit card..
- Completed “Final Short Plat Application Submittal Requirements” checklist (three copies).
- Final plat, including tree retention sheet (four copies).
- Scaled project vicinity map.
- Written response explaining how each condition of the Director’s preliminary short plat approval is met by the final short 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 addressing the viability of trees credited toward meeting canopy coverage requirements. (two copies).
- A tree retention plan reflecting the findings of the post-construction arborist’s report.
- Lot closure calculations (two copies).
- BPA land-use agreement, if applicable (three copies)
- Approved preliminary short plat (one copy)
- Preliminary short plat Director’s decision (one copy).

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- Approved preliminary short plat revisions, if any (one copy).
- Preliminary plat revision decisions, if any (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 ap-

provals 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).

- Approved engineering plan set (one copy)
- Approved water plan set (one copy)
- Approved sewer plan set (one copy)
- PDF copies of all documents on this checklist on a CD or flash drive (one copy).
- CAD files of the approved final short 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 need not be included in the submittal packet but must be provided to the City prior to final short plat approval.