



City of Stanwood

FINAL PLAT APPLICATION CHECKLIST

PLAT NAME:

FINAL PLAT APPLICATION - shall include the following documents at the time of submittal.

Required	Received	
		1. Completed Master Permit Application and submit fees.
		2. Eight (8) sets of final plat drawings in conformance with standards set forth in the "Document Requirements" section of this checklist (final mylars are required after review of plat. See Section D).
		3. Four (4) copies of the title insurance report, obtained no more than 30 days prior to submitting the final plat, confirming that the title of the lands as described and shown on said plat is in the name of the owners signing the plat's certificate and instrument of dedication.
		4. Four (4) copies of as-built subdivision improvement drawings.
		5. Maintenance and Performance Security Bond: Submit itemized list for each to be reviewed by City Staff. Document will be provided by the City with approved amount for you to complete. 16.30.020.
		6. Survey information in conformance with criteria set forth in SMC 16.20.020.
		7. Three (3) copies of all restrictive covenants proposed to be imposed upon land within the subdivision.
		8. Any other documentation deemed necessary by the Planning Director to show compliance with conditions of preliminary plat approval.

DOCUMENT REQUIREMENTS:

The final plat shall consist of one or more pages, each 18" x 24", clearly and legibly drawn on stable base mylar polyester film or equivalent approved material. All drawing and lettering shall be in permanent ink. If ink is used on polyester base film, the ink shall be coated with a suitable substance to assure permanent legibility.

The perimeter of the subdivision shall be depicted in heavier lines than appear elsewhere on the plat. The border shall be drawn completely around each sheet, leaving an entirely blank margin of two inch on the left side and one-half inch on all other sides. Each sheet of the final plat shall contain the subdivision name and sheet number and each sheet containing a drawing shall also contain the scale and a north arrow showing the relation to true north where applicable. If plat is more than two sheets, an index of entire subdivision showing arrangement of all sheets shall be included. All signatures shall be written in permanent ink.

Every final plat shall include an accurate map of the subdivided land based upon a complete review thereof, with the error of closure of the plat computations not exceeding one foot in 5,000 feet. The plat map shall include:

Required	Received	
		1. All section, township, and jurisdiction boundaries lying within or adjacent to the subdivision.
		2. The location of all monuments or other evidence used as ties to establish the subdivision's boundaries.
		3. The boundary of the subdivision with complete bearings and lineal dimensions, showing mathematical boundary closure.
		4. The mathematical lot closures and street centerline closures, and square footage of each parcel.
		5. The exact location, and width of streets and easements intersecting the boundary of the tract.
		6. Tract, block and lot boundary lines and street rights-of-way and centerlines, with dimensions, bearings or deflection angles, radii, arcs, points of curvature, and tangent bearings. Tract boundaries, lot boundaries, and street bearings shall be shown to the nearest second, with basis of bearings.
		7. The width of the portion of streets being dedicated, the width of any existing right-of-way and the width of each side of the centerline. For streets on curvature, curve data shall be based on the street centerline. In addition to the centerline dimension, the radius and central angle shall be indicated.
		8. Names of any adjacent subdivision(s), and their adjoining corners.
		9. Legal description of the land within the subdivision which agrees with the description contained in the title insurance report.
		10. Land parcels to be dedicated for any purpose, public or private, shall be distinguished from lots intended for sale, by inscribing their intended use on the face of the plat. Plats containing private streets shall contain the following language: <i>Notice: The City of Stanwood has no responsibility to build, improve, maintain or otherwise service the private roads within or providing access to property described in this plat.</i>
		11. Location and disposition of any wells, streams, drainage courses, wetland, drainage ways, septic tanks, drain fields, 100-year floodplain boundary and easements in or within 300 feet of the proposed subdivision.
		12. Minimum building setback lines from all major or minor watercourses, top of banks, and native growth protection easements.
		13. Easements including access, egress, utility, drainage, or native growth protection easements, shall be denoted by fine dotted lines, clearly identified, and if already recorded, their reference number. If being dedicated by map reference, easements must be properly referenced in owner's certificate of dedication.

CERTIFICATION: The following certificates shall be shown on the final plat. Items in subsection 1 and 2 of this section shall be signed before the final plat is submitted for review.

Required	Received	
		1. Surveyor - The surveyor shall place his seal and signature on the plat, along with: <ul style="list-style-type: none"> a. A statement certifying that the plat was prepared by him, or under his supervision. b. A statement certifying that the plat is a true and correct representation of the land surveyed. c. A full and correct description of the land to be divided.
		2. Owner - The following statements or certifications shall be placed upon the final plat by the owner: <ul style="list-style-type: none"> a. A statement that the subdivision has been made with the free consent and in accordance with the desires of the owner or owners. Owners of other interests shown on the title report shall certify that they have notice of the subdivision. b. If the plat is subject to a dedication, a certificate containing the dedication of all streets and other areas, together with a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land from the required construction, drainage and maintenance of the area. The certificates shall be signed and acknowledged before a notary public by all parties having any ownership interest in the lands subdivided.
		3. Public Works Director - A statement of approval from the Public Works Director, or licensed engineer on behalf of the City, approving the survey data, layout of the streets, alleys and other rights-of-way, design of bridges, and utility systems including storm drainage, water and sanitary sewer.
		4. Planning Director - A certification that the plat has been examined by the City of Stanwood Community Development Department, and conditions of approval have been transmitted to the City Council.
		5. Date of examination and approval by the City Council signed by the Mayor and City Clerk Treasurer.
		6. Date, time, and place of examination and approval by the Snohomish County Auditor and Deputy County Auditor.
		7. Date of examination and approval by the Snohomish County Assessor.
		8. County - A certification from the Snohomish County Treasurer that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied or discharged.

FINAL DOCUMENTS REQUIRED UPON COMPLETION OF FINAL PLAT REVIEW AND PRIOR TO COUNCIL APPROVAL OF FINAL PLAT.

Required	Received	
		1. As built drawings: <ul style="list-style-type: none"> a. 18" x 24" photo or original mylar, drawn to a scale of not less than 1" = 200'. b. A digital copy of the drawings on disk. c. Three (3) sets of prints.
		2. Final plat drawings and acknowledgments: <ul style="list-style-type: none"> a. Two 18" x 24" mylars, meeting all requirements, listed in Section B and C of this form. b. Eight (8) sets of paper copies of the plat.
		3. Bill of sale documents for water, sewer, storm systems, and any other documents required by the Public Works Director.

Required	Received	
		4. Impact fees, as determined by Planning Director.
		5. Payment of latecomer's fees, if any.
		6. Proposed layout of house plans consistent with SMC 17.112.020(8)

Additional information may be required by the City. The applicant will be notified in writing if additional information is necessary.

FOR CITY USE ONLY

- This application is complete.
- This application is incomplete. See items marked "required" above.

Community Development Director or Representative

Date

- *These submittal requirements are for City of Stanwood permits only. Additional permits may be required by other federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required.*