



## FINAL PLAT APPLICATION

### **“Final Plat” Defined:**

A “Plat” is a map or representation of a subdivision, or short subdivision showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys or other divisions or dedications.

A “Final Plat” is a plat which incorporates conditions of approval identified within the preliminary plat approval.

### **Purpose:**

Final plat approval is required in order to ensure compliance with the conditions of approval identified within the preliminary short plat or subdivision approval.

Within the timeframes established by RCW 58.17.140 or any approved extension per WMC 17.12.040 for preliminary plat approval, the applicant shall submit a final plat in accordance with the provisions of this chapter.

### **Procedure:**

Final plat applications shall be processed as a Type I application, in accordance with the provisions of WMC 18.94.060.

Within twenty eight (28) calendar days of submittal, the director shall determine if the application is Technically Complete and shall send the applicant a letter stating such or identifying what additional information is requirement to make it technically complete.

The director shall approve, approve with conditions, or deny the application within 28 calendar days after the date the application was accepted as technically complete; provided, that an applicant may agree in writing to extend the time in which the director shall issue a decision. Time spent by the applicant to revise plans or provide additional studies or materials requested by the City shall not be included in the 28-day period.

The decision may be appealed, by applicant(s) or parties of record, or any person aggrieved by the interpretation or approval, to the hearing examiner, within fourteen (14) calendar days after issuance of the notice of the decision or after other notice that the decision has been made and is appealable. New evidence can be introduced and new issued can be raised before the hearing examiner and the examiner shall make an independent decision based on all of the evidence in the whole record.

### **Submittal Requirements:**

The following checklist identifies information to be included with the application. All items must be submitted, and/or addressed, before the applicant will be considered technically complete.

Unless otherwise specified, the applicant shall submit one (1) paper copy and one (1) electronic copy of all listed submittal documents.

**Application Form**

**Copy of Preliminary Plat Decision** (Staff Report or Final Order)

**Proposed Final Plat - 5 Full Size (24" x 36"); 1 Reduced Size - (11" x 17")**

The final plat shall be prepared in compliance with the drafting standards of WMC 17.16.070 and shall include the following:

- a) Subdivision name;
- b) Legend;
- c) Location, including one-quarter section, section, township, range, and, as applicable, donation land claim and/or subdivision;
- d) Boundary survey;
- e) Lot, block and street right-of-way and centerline dimensions;
- f) Street names;
- g) Scale, including graphic scale, north arrow and basis of bearings;
- h) Identification of areas to be dedicated;
- i) Surveyor's certificate, stamp, date and signature;
- j) Signature blocks for the following:
  1. Mayor;
  2. Community development director;
  3. Director of public works;
  4. Finance director;
  5. County auditor;
  6. County assessor;
- k) Special setbacks (if any):
  1. Private easements (if any);
  2. Public easements (if any);
- l) Special tracts (if any);
- m) Pedestrian pathways (if any);
- n) Parcel area of lots expressed in square footage and dimensions;
- o) Mathematical closures; and
- p) Any other specific requirements imposed as conditions of the preliminary approval.

**Legal description of the boundary of the development**

This should be certified by the land surveyor with seal and signature as being an accurate description of the lands actually surveyed.

**Computation Data**

**Certification of Title**

**Certification for Platting from a title company**

**Certification of public rights-of-way or any other public dedication**

**Dedication of plat**

**Short Plat Certification Letter** (Treasurer's certificate for advanced taxes)

**Compliance Documentation**

Conditions, covenants and restrictions, notes, and/or binding agreements as required, SEPA, conditions of preliminary plat approval or other law, including but not limited to the following:

- Private road maintenance agreement, if applicable;
- Conservation covenant, if applicable;
- Latecomer's agreement, if applicable;
- Other legal documents required pursuant to the preliminary plat decision

**Construction Cost Estimate**

A detailed construction cost estimate prepared by a registered engineer identifying the total cost of improvements dedicated to the city. The estimate should be itemized for water, sewer, street, storm drainage and parks improvements.

**Evidence to the satisfaction of the director that the applicant has complied with the following:**

- All improvements have been installed in accordance with the requirements of these regulations and with the action of the hearing examiner giving conditional approval of the preliminary plat, and engineered as-built drawings of such improvements have been submitted as appropriate;
- Landscaping covenants/verification of installation of required landscape that the required landscape has been installed in accordance with the approved landscape plan(s);

**Maintenance Bond** (if applicable)

**Performance Bond** (if applicable)

**Application Fee**

The Final Plat fee identified in WMC 3.90 is due at the time of application submittal. Technical Review conducted by the Engineer will be charged to the applicant monthly as invoiced. Payments are due within 30 days of the invoice date.

**Mylar and Digital File**

Upon compliance of the final plat and the construction plans with all preliminary plat conditions and with all applicable adopted statutes and local ordinances, the director shall request submittal of the final plat mylar(s) for signature and submittal of two copies of a digital file for layers specified at WMC 17.16.070 that conform to all applicable requirements discussed at WMC 17.16.070.

**Payment of Technical Review Fees**

The director may cause the plat and all required information to be examined by a licensed civil engineer or surveyor or other technical disciplines such as wetland/habitat biologist, geotechnical engineer or archaeologist to determine that the subdivision as shown is substantially the same as it appeared on the approved preliminary plat and as required by this title and that the plat as prepared is technically correct. Such costs shall be borne by the applicant.

**Note:** The final plat shall be recorded with the Clark County Auditor within 30 days of approval by the city. It shall be the responsibility of the applicant to record the plat with the County Auditor.

After recording, the applicant shall submit a full size copy of the actual recorded mylar, including the book and page number, to the Community Development Director.

**CITY OF WASHOUGAL  
FINAL PLAT APPLICATION**

|   |
|---|
| <i>For Official Use Only</i><br>FP # _____<br>FEE: _____<br>RECEIPT # _____ |
|---|

**NAME OF PRELIMINARY PLAT:** \_\_\_\_\_

**APPLICANT:**

|         |        |     |
|---------|--------|-----|
| Name    | Phone  |     |
| Address | E-mail |     |
| City    | State  | Zip |

**PROPERTY OWNER (list multiple owners separately)**

|         |        |     |
|---------|--------|-----|
| Name    | Phone  |     |
| Address | E-mail |     |
| City    | State  | Zip |

**CONTACT PERSON (if different than APPLICANT)**

|         |        |     |
|---------|--------|-----|
| Name    | Phone  |     |
| Address | E-mail |     |
| City    | State  | Zip |

**LOCATION OF PROJECT:**

**Site Address:** \_\_\_\_\_ **Cross Street:** \_\_\_\_\_

**Located in the** \_\_\_\_\_ **1/4 of Sec:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_

**Serial #s of parcels included:** \_\_\_\_\_

**Comp Plan Designation:** \_\_\_\_\_ **Zoning Designation:** \_\_\_\_\_

**Overlay Zone(s):** \_\_\_\_\_ **Total Acreage of Original parcel(s):** \_\_\_\_\_

**AUTHORIZATION**

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. **The information on and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.**

In addition, my signature below also grants permission for city staff to access or enter the subject property to examine the site.

\_\_\_\_\_  
Authorized Signature (Letter of authorization required if other than property owner) Date

|  |
|--|
| <b>Fee: Final Short Plat (\$210.00); Final Subdivision Plat (\$997.00)</b> |
|--|