



PUBLIC WORKS DEPARTMENT

SHORT PLAT REVIEW CHECKLIST

Project Name: _____

Date: _____

Project No.: _____

By: _____

Circled items need to be addressed. **Checked** items are complete.

1. _____ Copy of this checklist, filled out.
2. _____ City File Number shown.
3. _____ S-T-R shown. (WAC)
4. _____ Each sheet, of a multiple sheet recording, has sheet number and total number of sheets shown. (WAC)
5. _____ Tax lot numbers shown on all full or partial parcels.
6. _____ Adjacent parcel and property lines with ownership and Tax parcel number(s) within 100' around proposed plat shown.
7. _____ Vicinity map of sufficient scale.
8. _____ City standard Short Plat title block used. 2" binding edge x 1/2" edges.
9. _____ Scale of drawing and graphic scale shown. 1" =50' or larger. (WAC)
10. _____ Date of drawing shown.
11. _____ Previous subdivision lots, blocks, streets shown screened back (grayscale) and easements shown as dotted lines.
12. _____ Proposed lot lines shown as solid lines.
13. _____ Proposed lot areas shown.
14. _____ Lots consecutively numbered.
15. _____ North arrow shown. (WAC)
16. _____ Basis of bearings shown. (WAC)
17. _____ Horizontal and Vertical datums (NAD 83/91, NAVD-88, NGVD-29, etc.). (WAC)
18. _____ Distances in feet and decimals of a foot. (WAC)
19. _____ Bearings, angles or azimuths in degrees, minutes and seconds. (WAC)

20. _____ Radius, delta and arc length of curves shown. (WAC)
21. _____ Minimum text size 0.10".
22. _____ No adhesive material used. (WAC)
23. _____ Protected Critical Area (PCA) boundaries, buffers, buffer averaging and calculation summary table, top of steep slope boundaries and buffers, etc.
24. _____ Deed calls at variance with survey. (WAC)
25. _____ Reference record survey with conflicting corner position shown. (WAC)
26. _____ Legal description of existing lot(s) shown. (WAC)
27. _____ Location of all structures shown on lots with distances shown to existing and proposed lot lines if within 50'.
28. _____ Location of all existing locatable easements shown and recording number.
29. _____ Description and recording number noted of non-locatable easements.
30. _____ Proposed easements shown.
31. _____ Purpose of any area dedicated or reserved for public use shown.
32. _____ Common use area for all property owners shown.
33. _____ Finish-grade and existing ground contours shown at one-half to two-foot intervals for slopes < 20% and five-foot intervals for slopes 20% or greater. Contours shall extend one-hundred feet (100') beyond property lines or catch points; whichever is greater. Existing contours shall be shown screened back. (Grayscale)
34. _____ Location, width, classification (principal, secondary, collector arterial, minor collector, or local access), and names of existing abutting streets shown.
35. _____ Location of all monuments found and set shown. (WAC)
36. _____ Meander lines or reference lines along bodies of water shall be established above, but not farther than 20' from the high waterline of such water.
37. _____ Building setback lines, (BSBL) Building footprint(s), or Building envelope(s).
38. _____ Permanent survey control monuments set. Lot corners: 3/4" galvanized iron pipe, 1/2" reinforcing bar (rebar) or equal. Street monuments set after paving at road intersections, PC's, PT's or PI's.
39. _____ Identification of all controlling corners used (i.e. calculated, found, established or reestablished). (WAC)
40. _____ Physical description and date visited of all monuments shown. (WAC)
41. _____ Equipment and procedures used statement shown. (WAC)
42. _____ Name, address and phone number of P.L.S. shown. (WAC)
43. _____ P.L.S. certification, signature, and seal shown. (WAC)

44. ____ Signature lines for City Engineer, Planning Director, and Mayor provided.
45. ____ All signatures in black, reproducible ink.
46. ____ Line for date and time of recording provided.
47. ____ Names of all vested owners provided.
48. ____ Title report not older than 30 days from the date of application. Date application was received: _____.
49. ____ Computer printout of existing lot and/or tract closure(s).
50. ____ Computer printouts of proposed lot and/or tract closures(s) and boundary closure.
51. ____ Health Department approval letter for on-site systems.
52. ____ Verification of water availability.
53. ____ Letter of Sewer Availability signed within one year of the date of application.
54. ____ Location(s) and size(s) of open space(s).
55. ____ Roadway intersection $90^{\circ} \pm 5^{\circ}$.
56. ____ Cul-de-sac length less than 300'.
57. ____ Proposed street section(s).
58. ____ Access/driveway locations for each lot.
59. ____ Steep slope areas desirable to have roads parallel to slope.
60. ____ Conforms to approved Engineering (Construction) drawings.
61. ____ Field verify lot corners and monumentation set as indicated.
62. ____ Permanent black ink on Mylar or photo Mylar with a fixed halide base. (WAC)
63. ____ Mylars signed by owners and notarized.
64. ____ Check for recording fee included, made payable to "Skagit County Auditor." Recording fee as per current Skagit County requirements. (SC)
65. ____ Right-of-Ways dedicated by Statutory Warranty deed with recording number shown on the face of the plat.
66. ____ Real Estate Excise Tax form filed with Treasurer.
67. ____ Address blanks for each lot shown. (RCW) Add note "Any addresses shown are preliminary only and subject to change.
68. ____ Sedro-Woolley spelled correctly with a hyphen.
69. ____ Original sheets shall be good quality, three mil. or thicker, mylar or approved equal.
70. ____ Mylar copy and paper blueline copy of recorded original returned to City of Sedro-Woolley

Public Works / Engineering Department.

71. _____ Stamped and signed "As-Built" plans for stormwater facilities and storm and sewer conveyance, showing as-built values and surveyed elevations beside crossed-out design values.
72. _____ Copies of deeds, covenants, restrictions, and/or collective maintenance agreements together with documents which establish and govern any homeowners' association, if applicable.
73. _____ Certificates from the County and City Treasurer that all taxes and assessments have been paid.
74. _____ If construction plans are necessary, performance bond for completion of improvements and 24-month maintenance bond for all works to be turned over to the City, private homeowners, or homeowners associations. (i.e. Sewer, Stormwater, Streets, Landscaping, etc.)
75. _____ Inscriptions for dedications, easements, acknowledgements, surveyors certificate, surveyor's narrative, and auditor's certificate as customarily provided (copy of acceptable inscription format available at City Hall).
76. _____ Centerlines of all streets, with bearings, distances, and radii, delta, and arc length of curves.
77. _____ As-built topography shown screened back, (grayscale) indicated by one-half to two-foot contours for slopes less than 20% and five-foot contours for slopes greater than 20%.
Necessary unless waived by City Engineer.
78. _____ The Note: "***All runoff from impervious surfaces and roof drains shall be directed so as not to adversely affect adjacent properties***" shown on the face of the plat.
79. _____ **Other information deemed necessary by the planning director, planning commission, City Council, Director of Public Works, or City Engineer. (LIST)**