

CITY OF SEDRO-WOOLLEY

Planning Department 325 Metcalf Street Sedro-Woolley, WA 98284 (360) 855-0771

FINAL PLAT Application and Procedure

Application # (office use only) _____ Preliminary Plat # _____

Application Name: _____

Address/Location: _____

Skagit County Parcel Number(s): _____

Acres: _____ ¼ Section _____ Section _____ Township N _____ Range E _____

Applicant Name: _____

Daytime Phone: _____ E-mail: _____

Mailing Address: _____

City/State/Zip: _____

Professional License No: _____ Signature: _____

Representative (if primary contact is different than applicant)

Name: _____

Daytime Phone: _____ E-mail: _____

Mailing Address: _____

City/State/Zip: _____

Professional License No: _____

Signature: _____

Property Owner 1 (If more than owner, please include their information on a separate sheet)

Name: _____

Daytime Phone: _____ E-mail: _____

Mailing Address: _____

City/State/Zip: _____

Signature: _____

The above signed property owner(s) certify that the above information is true and correct to the best of my knowledge and under penalty of perjury, state that I/we constitute all of the legal owners of the property described above and designate the above party(ies) to act as my agent with respect to this application.

Procedure

1. Staff finds that all required improvements have been completed

- A. Applicant notifies the City that construction is complete including clean up and startup.
- B. City completes an inspection and comments on any needed corrections or incomplete improvements.
- C. Applicant corrects deficiencies and completes required improvements.
- D. City completes final inspection and determines that construction is complete.

2. City Engineer reviews and approves As-Built drawings.

- A. City Engineer reviews as-built drawings and returns them for completeness or corrections, or approves them.
- B. Once the City Engineer finds that the drawings meet City requirements, Engineer signs copy furnished by the applicant.
- C. Applicant provides bill of sale, rights-of-way deeds and maintenance bond.

3. Following completion of improvements, or furnishing of financial security, application may be made to the Planning Director for final plat approval. Application must be complete or will returned by the planning director:

Submission for Final Plat Approval must include the following documents:

SWMC 16.08.064

Filing with city engineer

B. Submittal Requirements. The following shall be submitted for final plat review

- A final plat consistent with the technical requirements of Section 16.08.066 and Subchapters V and VI of this chapter;
- A complete survey of the section or sections in which the plat or replat is located, or as many sections as may be necessary to properly orient the plat within the section or sections;
- Complete field and computation notes as provided in Section 16.08.094;
- A current subdivision guarantee from a title company licensed to do business in the state showing the ownership and title of all parties of interest in the subdivision and confirming that title of the lands as described and shown on the final plat is in the name of the owners signing the certificate required in Section 16.08.066;
- A guarantee deposit in an amount established by the city engineer sufficient to cover the expense of the city in checking the plat, advertising the ordinance, posting notices.

SWMC 16.08.066

Technical standards for final plat.

Submittal Requirements:

- A. The final plat shall be prepared upon the best grade of tracing medium and shall be eighteen inches by twenty-four inches in size. The accuracy and completeness of the map shall be the sole responsibility of a registered land surveyor whose seal shall appear on the plat and

who shall make field surveys and investigations as necessary to ensure that the map is complete and accurate in every detail. The preparation of the tracing shall be by an experienced draftsman and work shall conform to established standards of workmanship. The final plat shall be presented at a scale not smaller than one hundred feet to one inch and shall contain and show the following:

- The name of the subdivision;
- The lines, widths and names of all streets, avenues, places, parks or other public property, and the location of monuments marking the same;
- The length and direction of all lot lines, also the angles made by the lot lines with the street lines;
- The location of control points and monuments together with all ties;
- The names of all subdivisions immediately adjacent;
- The scale and north point;
- The boundary of the tract as covered by the plat showing courses and distance on the plat;
- The initial point;
- All protective improvements and restrictions on uses;
- All dedications and all conveyances to a homeowner's nonprofit maintenance corporation in lieu of dedication;
- Any additional information necessary to meet the standards for mapping as set forth in Chapter 332-130 WAC.

B. In the case of a replat, the lots, blocks, streets, alleys, easements and parks appearing on the original plat shall be shown by dotted lines in their proper position in relation to the new arrangement of the plat, and the new plat shall be shown clearly in solid lines to avoid ambiguity.

C. The description, dedication, acknowledgment, certificates of city and county treasurers, certificates of approval by the city engineer, the city comptroller and the director, and recording certificate, shall be lettered with India ink and shall be substantially in the form set forth in the city engineer subdivision standards.

D. The information required in Sections 16.08.066 through 16.08.068 shall be provided in both paper or mylar and digital format, as specified by the city engineer.

SWMC 16.08.068 Certificates required

Each and every final plat, or replat, of any property to be filed for record shall:

- A. Contain a statement of approval from the city engineer as to the survey date, the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems, and other structures;
- B. Be acknowledged by the person filing the plat before the Skagit County auditor or any other officer who is authorized by law to take acknowledgment of deeds, and a certificate of the acknowledgment shall be enclosed or annexed to the plat and recorded with it;
- C. Contain a certification from the proper officer or officers in charge of tax collections 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;
- D. Contain a certificate giving a full and correct description of the lands divided as they appear on the plat, including a statement that the subdivision has been made with the free

consent and in accordance with the desires of the owners. If the plat is subject to a dedication, the certificate or a separate written instrument shall also contain the dedication of all streets and other areas to the public, an individual or individuals, religious society or societies or to any corporation, public or private as shown on the plat and a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of the road. The certificate or instrument of dedication shall be signed and acknowledged before a notary public by all parties having any ownership interest in the land subdivided and recorded as part of the final plat.

SWMC 16.08.070 Director's action on final plat

The city engineer shall refer the final plat to the director who shall review the final plat for substantial conformance to the approved preliminary plat, including any requirements or conditions imposed by the hearing body and or city council, and to the standards established by Chapter 58.17 RCW and this chapter. The director shall within ten days furnish the city engineer with a report regarding the conformance of the plat. The city engineer shall review the final plat for the following:

- A. That the proposed final plat bears the certificates and statements of approval required by state law and this chapter;
- B. That a subdivision guarantee furnished by the subdivider confirms that title of the land and the proposed subdivision is vested in the name of the owners whose signatures appear on the plat certificate;
- C. That the facilities and improvements required to be provided by the subdivider have been completed. Alternatively, if the director determines that public health, safety and general welfare will not be jeopardized, the subdivider may provide a bond in a form approved by the city attorney and in an amount commensurate with the cost of allowed improvements remaining to be completed, conditioned upon the construction and installation of said improvements within a fixed time set by the director, not to exceed one year after final approval of the plat; and
- D. That the map is technically correct and accurate as certified by the registered land surveyor responsible for the plat.

16.08.072 Submission to council.

- A. Pursuant to the requirements of RCW 58.17.150, the city engineer shall not modify the recommendations made in the hearing body approval of the preliminary plat when making recommendations on the final plat without the consent of the subdivider.
- B. If the planning director and the city engineer determine that the requirements of this subtitle are met, the city engineer shall certify that the proposed final plat meets the requirements of Chapter 58.17 RCW and this chapter, and shall forward a complete copy of the proposed plat to the city council.
- C. If either director determines that the requirements of this chapter have not been met, the final plat shall be returned to the applicant for modification, correction or other action as may be required for approval; provided, that the final plat shall be forwarded to the city council together with the determination of the directors, upon written request of the subdivider.

Required	Date Complete	Item
Yes		B. Certificates from the county and city treasurer that all taxes and assessments have been paid;
Yes		C. Street sections, profiles, utilities and other plans. Electronic submittal of electronic as-built versions in AutoCad, PDF or ArcView.
Yes		D. Current title certificate dated within thirty days of application for final plat;
Yes		E. Bond for completion of improvements, if applicable;
Yes		F. Copy of private covenants or maintenance agreements, if applicable.
Yes		G. Certified as-built drawings from the design engineer.

All above items and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted as complete.

Date app. Received: _____

Received by: _____

Date app. complete: _____