



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

FINAL PLAT – SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE

- Final Plat Application form
- Land Use Application form
- Conformance report, prepared by a qualified professional, certifying that all Critical Area mitigations have occurred according to approved plans (include as-builts)
- Title certificate, free and clear of all encumbrances
- Copy of Hearing Examiner's decision
- Letter from applicant detailing how each of the Hearing Examiner's conditions have been met
- Written approval of any changes to the Approved Preliminary Plat by the City Planner or Hearing Examiner, if applicable
- Plat name reservation form, from the Snohomish County Auditor
- Final Plat Map – 3 copies, 18" x 24", **PLUS** one reduced copy 8½" x 11", and one electronic. Must meet the recording requirements of the Snohomish County Auditor (see below). Must include Certification on the first page containing the covenants and stating the subdivision has been made with the free consent and in accordance with the desire of the owner(s). Include legal description of the lands as they appear on the plat, and dedication to the public of all streets and other public areas (on the first page).
- Lot Closure Calculations
- Performance bond, if appropriate (SMC 14.215.060)
- Maintenance bond (SMC 14.215.080)
- As-built drawings, approved by the City Engineer
- Bill of sale for all improvements to be owned by the City

SNOHOMISH COUNTY REQUIREMENTS FOR RECORDING PLATS:

The County Auditor is legally authorized to reject any surveys that do not meet these requirements (58.09RCW, 58.17RCW, 332-130 WAC) AG Opinion AGLO 1980 No. 31 11/3/80. Enacted Ch. 50, Laws of 1973, Snohomish County Code (SSC) 19A50.020.

- Standard size sheets (18" x 24") with 2" margin on left edge and at least ½" margin on all other sides.
- Legibility
 - All copies must be suitable for scanning – uniform contrast (no dark and light areas)
 - Signatures and seals must be legible on prints
 - Original signatures in **black ink**, including notary
 - No information on any copy should be obscured by cross-hatching or shading
 - Dimensioning and lettering must be 0.08 inches or larger
- Auditor's Standard Certificate
- Surveyor's Standard Certificate – including name, license number, signature, date approved
- Approval by Planning Director or designated City official
- Name of owner requesting survey and notarized signature
- Title Block – Name of surveyor/firm performing survey, sheet identification (i.e., sheet 1 of 5), date prepared
- Surveyor's seal and signature on all pages (signature through seal, expiration date handwritten)
- Snohomish County* Legal Description (Sections 1-36, Townships 27-32, Ranges 3-14). Must include:
 - Section, Township, Range; ¼ – ¼
 - OR** Section, Township, Range; approximate ¼ – ¼; appropriate Gov't Lot designation
 - OR** Township and Range; appropriate Gov't Lot designation
 - AND** when applicable, Lot, Block, Plat Name; Recording Data
- No adhesive material on the surface of the document