



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

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## FINAL SHORT PLAT – SUBMITTAL CHECKLIST

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### ALL SUBMITTALS **MUST** BE COMPLETE

- Final Short Plat Application form
- Land Use Application form
- Title certificate  
Must be free and clear of all encumbrances
- Applicant Narrative, stating how each condition of preliminary approval has been met
- Short Plat Map  
Must meet the recording requirements of the Snohomish County Auditor (see below), and must include Certification on the first page containing the legal description, covenants/easements and stating the subdivision has been made with the free consent and in accordance with the desire of the owner(s).
- 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

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### SNOHOMISH COUNTY REQUIREMENTS FOR RECORDING SHORT 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 blank 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 or 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 recorded document