

FULL PLAT APPLICATION PACKET



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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FULL PLAT APPLICATION SUBMITTAL PACKET

This packet contains:

1. Frequently Asked Questions for Preliminary Plats and Final Plats
2. Preliminary Plat Approval Application Form
3. Preliminary Plat Application Submittal Checklist
4. Land Use Application Form
5. Instructions for Compiling the Adjacent Property Owners List
6. Affidavit of Adjacent Property Owners List
7. Final Plat Procedures
8. Engineering Review Checklist
9. Final Plat Application Form
10. Final Plat Submittal Checklist, and Snohomish County recording requirements
11. Type 6 Review Process Flowchart for Preliminary Plats
12. Type 2 Review Process Flowchart for Final Plats
13. City of Snohomish Criteria for Plat Names (back cover)

Submit Application to:

Planning and Development Services
Land Use Permit Coordinator
116 Union Avenue
Snohomish, WA 98290

Permit Counter Hours:
Monday – Friday 9:00 a.m. to 5:00 p.m.

Phone: (360) 568-3115
Fax: (360) 568-1375

For any questions that you might have regarding your project, please contact the City of Snohomish Planning & Development Services at (360) 568-3115.



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PLATS

For more information, refer to Snohomish Municipal Code (SMC) 14.215

WHAT IS A PLAT?

A plat is the subdivision land into five or more lots.

Before any portion of an existing lot may be sold, traded or given to another party, that lot must be legally subdivided. A legal subdivision is one which the City has approved according to established criteria. Preliminary plat submittals must be approved prior to final plat approval, and are processed as Type 6 Permits.

After preliminary plat approval, or approval with conditions, the final plat application may be submitted. Final plats are reviewed and approved by city staff as Type 2 permits.

WHAT ARE THE CRITERIA FOR A PRELIMINARY PLAT?

A proposed preliminary plat may be approved only if it meets the requirements of the following:

- The criteria of RCW 58.17.110
- The Snohomish Comprehensive Plan
- The Land Use Development Code section 14.215, and the concurrency requirements of section 14.55.030
- The City's Public Works Engineering Standards Manual (Res. 1096, 5/4/04)

In addition, off-site improvements or dedications of land which are needed to mitigate the development's impacts, as determined by the City, must also be provided.

Preliminary subdivision approval is effective for 5 years, and is considered the basis for which the applicant may proceed toward development of the subdivision and preparation of the final plat. Final plats are subject to the conditions of the preliminary approval.

WHAT ARE THE CRITERIA FOR A FINAL PLAT?

The criteria for approval of a final plat are accuracy, conformance with the approved preliminary plat, conformance with City ordinances and public works standards, and conformance with State law.

In addition, public improvements associated with the preliminary plat approval must be complete and approved by the City.

HOW DO I BEGIN?

Before applying, you are encouraged to share your ideas with city staff. Early discussion may help to facilitate a rapid review of your application. Pre-Application Review meetings are required for preliminary plat permits, and are a great opportunity to get early guidance from city staff on policies, regulations, and code compliance.

Pre-Application forms and additional information are available at City Hall, 116 Union Avenue.

WHO REVIEWS MY APPLICATION?

Plat proposals are reviewed by the Planning division, the Engineering division, the Public Works division, the Fire District, and the City's Hearing Examiner. The City Planner and City Engineer decide what improvements (streets, drainage, etc.) will be required as conditions of approval.

You will be notified by the Planning division if your proposal must be revised in order to meet the City's requirements. The City Planner may determine that third party analysis is necessary to complete the review of the application. If so, such analysis will be conducted at the applicant's expense.

The City Planner will assemble and distribute a staff report to the applicant, the Hearing Examiner, and interested parties.



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WHAT IS THE PRELIMINARY APPLICATION PROCEDURE?

Final plat proposals must first have Preliminary Plat approval. Preliminary Plat applications are processed as Type 6 Permits, and undergo the following process.

- Prior to formal submittal, plat proposals must first make a **Pre-Application** submittal and attend the review meeting with city staff.
- **28 days** after the formal submittal, the City Planner issues a determination of completeness, or a letter of incomplete application. If complete, a notice of application is published for public comment. Applicant is advised of agencies that may have jurisdiction over the proposal.
- **14 days** after re-submittal (if applicable): City Planner issues a determination of completeness, or a second letter of incomplete application (this continues until the application is complete).
- **14 days** after determination of completeness: City Planner issues a Notice of Application to the public, other City departments, and agencies with jurisdiction. Public notice is also sent to all properties within 300 feet of the site.
- Public comment period for the notice of application is **14 days**.
- **90 days** after complete application submittal: City Planner issues a SEPA determination. The applicant may request a 30-day extension of the threshold determination, if necessary. Preliminary plat approval may be provided at this time.
- Public comment period for the threshold determination and preliminary subdivision approval is **14 days**.
- Prior to final decision, the application is brought to the Hearing Examiner at a public hearing.
- **10 days** after the hearing: the Hearing Examiner issues a written decision.
- **120 days** after determination of completeness and after public comment period is lapsed: City Planner issues a notice of decision.

WHAT IS THE PROCESS FOR THE HEARING EXAMINER?

Planning and Development Services will notify you of your hearing date. Based on the staff report, the project file, applicable codes, and testimony from staff, the public, and the applicant, the Hearing Examiner typically issues the final decision within 10 working days.

You or your representative must appear at the hearing so the Hearing Examiner can ask questions about your application. If you are unable to attend, or if you'd like to withdraw your application, please notify Planning & Development Services in writing at least 10 days in advance of the scheduled hearing.

WHERE ARE THE HEARINGS HELD?

Hearings are held in the George Gilbertson Board Room at 1601 Avenue D, Snohomish School Administration Building.

HOW DO I APPEAL THE HEARING EXAMINER'S DECISION?

Appeals of Hearing Examiner decisions are made to the Superior Court and must be filed within 21 days of the date of the notice of the Hearing Examiner's decision.

WHAT IS THE FINAL PLAT APPLICATION PROCEDURE?

Following Preliminary Plat approval and construction of all necessary improvements, the Final Plat application is submitted. Final Plats are processed as Type 2 Permits, and require City Council approval. The City Planner, with input from the City Engineer and other necessary parties, prepares a staff report for review by the City Council.

The City Council will adopt written findings referencing the compliance of the proposed Plat with the criteria listed in SMC 14.215 and will render a decision based upon those findings.

Final plats must meet the conditions set forth in the Preliminary Plat approval, and must comply with the construction requirements of SMC 14.215.035 – 14.215.110.



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WILL MY PROPOSAL REQUIRE PUBLIC IMPROVEMENTS?

Public improvements (such as street, sidewalk, stormwater, or utilities) are typically required for Plat applications.

The City Planner will coordinate with the City Engineer in determining acceptance of public improvements. The City Planner and City Engineer shall not give final approval, nor shall any plat be recorded, until the stipulated public improvements are complete and/or bonded for.

In some cases, the City may approve the final plat with certain incomplete improvements. This is done only if said improvements are more practically done later (such as the final lift of asphalt surfaces which might otherwise be marred by heavy equipment, or street trees that are better installed in a different season). In these cases, the applicant must deposit a performance bond or cash surety, with the City as beneficiary, in an amount not less than 150% of the City Engineer's cost estimate for the remaining improvements. Said bond or surety must specify a period within which to complete the improvements, not exceeding two years from the date of final plat approval.

WHAT IF I NEED TO REVISE THE FINAL PLAT?

Revisions to subdivisions that have received preliminary approval must be reviewed by Planning and Development Services. If the change is determined to be substantial by the City Planner, then it must be treated as a new application and will be reviewed in the same manner as the original submittal.

Additional lots, elimination of open space, or changes to conditions of approval are considered substantial changes. Changes in lot dimensions, decrease in lots, or engineering design changes that do not impact conditions of approval do not require a new application.

HOW DOES AN APPROVED PLAT GET FINALIZED?

The plat map must be submitted to the City for review of consistency with the Preliminary Plat and all required improvements, City Council approval, and the approvals and signatures of the City Planner the City Engineer, the Mayor, and the City Clerk.

Once the plat map is finalized and approved by the City, it must be recorded at the Snohomish County Auditor's office, to create public record. The Snohomish County Auditor follows State of Washington standards for recording. To make this easier for you, the City's requirements comply with County and State regulations. County map requirements are listed on the Final Plat Submittal Checklist, which is provided in this packet.

WHERE IS THE AUDITOR'S OFFICE LOCATED?

The Snohomish County Auditor is located in the Administration East building of the Snohomish County campus, at 3000 Rockefeller Avenue in Everett. They can also be reached by calling (425) 388-3483. The map recording desk is open from 9:00 a.m. until 4:00 p.m., Monday through Friday.

Once your plat map is recorded, you must return a conformed copy of it back to the City. This can be done at the time of recording in one of two ways. You may bring an additional copy of your map to the Auditor's office and ask for a "conformed sticker", or for a small fee, the recording clerk can make a copy of the recorded document for you.

NOTE: This information should not be used as a substitute for City codes and regulations. You should review all the details of your project with the Planning and Development Services Department at 116 Union Avenue (360-568-3115) between 9:00 a.m. and 5:00 p.m. Monday through Friday.



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PRELIMINARY PLAT

Date:		Project #	
Project / Plat Name:			
Project Address:			
Land Use Designation:		Property Tax #(s):	

DEVELOPER/APPLICANT/CONTACT

Name:	
Address:	
City/State/Zip:	
Phone:	
Cell Phone:	
Alternate Phone:	
E-mail:	

PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)

Name:	
Address:	
City/State/Zip:	
Phone:	
Cell Phone:	
Alternate Phone:	
E-mail:	

FEEES

<input type="checkbox"/>	Preliminary plat base fee	\$3,900.00	Date of Receipt:
<input type="checkbox"/>	+ \$65 per acre: \$65 x acre(s) =	\$	
<input type="checkbox"/>	+ \$110 per lot/tract: \$110 x lot(s) =	\$	
<input type="checkbox"/>	Environmental Review	\$ 300.00	Receipt #:
TOTAL PRELIMINARY PLAT FEES		\$	
Submitted with a PRD? <input type="checkbox"/> No <input type="checkbox"/> Yes (÷2) =		\$	

Signature of Owner or Authorized Agent _____ Printed Name _____ Date _____

Permit Coordinator: _____ Date: _____



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PRELIMINARY PLAT – SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE

- Preliminary Plat Approval Application
- Land Use Application Form
- IF DEVELOPER/APPLICANT IS NOT THE PROPERTY OWNER: A letter from the owner authorizing the developer/applicant to process the application on their behalf. If vested owner is listed as a corporation, provide documentation of signing authority on behalf of the corporation.
- Written description of the proposal, explaining how it meets the requirements of the Land Use Code
- 6 copies of a **Preliminary Plat plan set** - Maximum dimensions of 24" x 36"
Prepared by a professional Land Surveyor, registered in Washington State. Drawn to 1" = 20', 30', or 40' scale. The following **must** be included:
 - Title block** including the following:
 - Name of the plat
 - Date prepared/revised
 - Scale, north arrow
 - Quarter section, section, township and range number
 - Name, address, and phone number of the preparer
 - Textual data** (on the right-hand side or along the bottom), containing the following information:
 - Name, address, and telephone number of applicant, and all persons with real or possessory interest
 - Legal description of the proposed plat
 - Existing land use designation of the subject property
 - Acreage and square footage within the plat, the number of lots proposed, and the number of lots per acre
 - Average lot size in square feet and the size of the smallest proposed lot
 - Acreage of open space to be contained in the plat, and the percentage it represents of the total land area
 - Proposed road lengths and the area/percentage of the total land area that the right-of-way represents
 - Name of the water purveyor, sanitary sewer purveyor, applicable Fire District, and applicable School District
 - Vicinity Map** identifying the location of the property, at 1" = 2,000' minimum scale. Must include the following:
 - Municipal boundaries
 - Township and section lines
 - Major roads, railroad and transmission rights-of-way
 - Water bodies, including streams, rivers, lakes, etc.
 - Adjacent land uses in each direction of the site
 - Indication of the scale
 - Total acreage** of land to be divided and square feet of each lot, including dimensions and lot numbers
 - Boundary lines** and dimensions of the tract to be subdivided
 - Lot dimensions** and square footage of each lot, with lot numbers or tract designation labels (consecutive)
 - Land use designation boundaries**, and **setback lines** (labeled) required by the existing land use designation
 - Adjacent properties** and their development status, with tax parcel numbers and names of any adjacent plats
 - Existing and proposed **Contour lines** at 2 foot or 5 foot intervals. All contour lines shall show the topographical relationship of adjacent properties to the proposed plat. Clearly show existing drainage, slopes, and road grades within the proposed development.
 - Location, name, and width of all existing and proposed **rights-of-way** or other public ways within 100 feet of the proposed plat, the grade of proposed streets and the pavement location of existing and proposed streets. Include centerline profile(s) of all proposed public and private roads within the development (may be submitted as a separate sheet).



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- Any **easements** located within or adjacent to the proposed plat
- Location of all **existing structures** (including fences, utility poles and guide wires) within the proposed plat, and within 25 feet of its external boundaries
- Parcels of land to be **dedicated or reserved** for public use, or to be reserved in the deeds for the common use of the property owners of the plat, with the purposes clearly indicated
- Base flood** elevation data, if any portion of the proposed plat is located within a flood zone area
- Location of **fire hydrants** within and near the vicinity of the plat
- The location of known or suspected soil or geologic **hazard areas**
- Location of existing and proposed **underground utility lines**, sewer and water mains adjacent to or within the proposed plat
- Existing or proposed **restrictions** on the use of the land
- Critical areas** boundaries and their buffers including steep slopes, wetlands, streams, and rivers with adequate detail of Critical Areas extending offsite. Location of proposed buffers and setbacks.
- Identification of any existing or proposed **Native Growth Protection Areas** (NGPA) and other lands within the plat where development would be restricted
- Location of existing and proposed **underground utility lines**, sewer and water mains adjacent to or within the plat
- Any other information that may be required by the City, in order to review the proposed plat
- One copy of the preliminary plat plan set, reduced to 11" x 17"
- 3 *copies* of **Landscape plans**, showing the following:
 - Location of all significant trees over 6 inches in diameter with the exception of alders and cottonwoods (provide tree species and diameter).
 - Proposed street trees and other landscaping associated with the plat
 - Existing and proposed utility alignments
- 5 *copies* of **Civil plans**
- Accurate **legal descriptions** of existing lots, and proposed lots – 2 *copies*
Must be prepared, stamped and signed by a professional land surveyor registered in Washington State, or certified by a title insurance company doing business in Snohomish County.
- List of all property owners within 300'** of the subject property
See Adjacent Property Owners List Handout
- 2 *copies* of a Current plat **Certificate of Title** (dated within 30 days prior to application)
Prepared by a title company, showing the names and addresses of all parties whose consent is necessary to dedicate land for public use, as well as any easements or other encumbrances. Attach referenced documentation.
- 2 *copies* of a **SEPA Checklist**
- 2 *copies* of a **Critical Areas study**, consistent with requirements of Title 14 SMC
For activities proposed within or adjacent to critical areas, as defined by the City of Snohomish Comprehensive Plan. A letter from a qualified professional stating that no wetlands or streams, or their required buffers exist on the site may be submitted in place of a Critical Areas report
- 2 *copies* of a **Geotechnical Report**
- 2 *copies* of a **Traffic Study**
- 2 *copies* of a **Drainage report & plan**, prepared to City Engineering Department standards
- 2 *copies* of a **Preliminary Grading plan**, stamped by a professional Engineer, showing the following:
 - Building pads and elevations
 - Streets, sidewalks, and driveways with elevations at lot lines and crossing points
 - Retaining walls with elevations at top and bottom of footing, at 10 foot intervals
- 2 *copies* of **Pre-Application** comments from the City, if applicable



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LAND USE APPLICATION

<input type="checkbox"/> CONDITIONAL USE <input type="checkbox"/> DESIGN REVIEW <input type="checkbox"/> DEVELOPMENT PLAN <input type="checkbox"/> HOME OCCUPATION <input type="checkbox"/> LOT LINE ADJUSTMENT <input type="checkbox"/> PLAT <input type="checkbox"/> SHORT PLAT <input type="checkbox"/> FINAL PLAT <input type="checkbox"/> PLANNED RESIDENTIAL DEVELOPMENT <input type="checkbox"/> SEPA (ENVIRONMENTAL REVIEW) <input type="checkbox"/> SHORELINE SUBSTANTIAL DEVELOPMENT <input type="checkbox"/> STREET VACATION <input type="checkbox"/> VARIANCE <input type="checkbox"/> OTHER: _____ PROJECT ADDRESS OR LOCATION: _____	FOR OFFICE USE ONLY							
	FILE #:							
	DATE:							
	REC'D BY:							
	FEE:							
	RECEIPT #:							
	<input type="checkbox"/> HE <input type="checkbox"/> STAFF <input type="checkbox"/> DRB <input type="checkbox"/> CC							
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Permit Type</td> <td style="width:10%;">1</td> <td style="width:10%;">2</td> <td style="width:10%;">3</td> <td style="width:10%;">4</td> <td style="width:10%;">5</td> <td style="width:10%;">6</td> </tr> </table>	Permit Type	1	2	3	4	5	6
Permit Type	1	2	3	4	5	6		
	STAMP IN DATE							
Land Use Designation:								
Property Tax#(s): (14 digits)								
Property Owner:	Phone:							
Mailing Address:	E-mail:							
Applicant/Agent:	Phone:							
Mailing Address:	E-mail:							
Please Attach a Detailed Description of Your Request Note: Property Legal Description Must be Attached								
SIGNATURE OF OWNER(S):								
<p>The undersigned owner, and his/her/its heirs and assigns, in consideration of the processing of the application, agree to release, indemnify, defend and hold the City of Snohomish harmless from any and all damages, including reasonable attorney's fees, arising from any action or infraction based in whole or in part upon false, misleading, inaccurate or incomplete information furnished by the owner, his/her/its agents or employees. The undersigned owner grants his/her/its permission for public officials and the staff of the City of Snohomish to enter the subject property for the purpose of inspection and posting attendant to this application.</p> <p>I/We, hereby attest that I am/we are the owner(s) in fee simple of the property involved in this application and that the foregoing statements and answers contained herein, and the information herewith submitted, are in all respects true and correct to the best of my/our knowledge and belief. I/We shall be solely responsible for verification of all property lines and setbacks. I/We also understand that signing and submitting this application authorizes City staff and agents to enter and inspect the site at any reasonable time for the purpose of reviewing this application.</p>								
_____ Signature	_____ Printed Name							
_____ Date								
Subscribed and sworn to before me this _____ day of _____, 20 _____								
_____ Notary Name Printed								
_____ Signature of Notary								
Notary Public in and for the State of Washington, County of Snohomish. Appointment expires: _____								



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INSTRUCTIONS FOR COMPILING THE ADJACENT PROPERTY OWNERS LIST

The Snohomish Municipal Code 14.55.040 (C) requires that notification of a proposed action be mailed to property owners of record and all street addresses within 300 feet of any point of the subject property. It is the responsibility of the applicant to provide accurate ownership information for the properties that must be notified to the Planning and Development Services Department. Failure to provide an adequate list may result in an incomplete application or an additional notification and comment period.

When submitted to Planning and Development Services, the adjacent property owner names, tax parcel identification number(s), and mailing addresses **must** be given on Avery 5160 white mailing labels or a compatible label format. **Also include an address label for the applicant and any parties of record.** The attached affidavit of adjacent property owners list must be notarized and submitted together with your application.

HOW TO OBTAIN PROPERTY OWNERS AND TENANT INFORMATION:

The required information may be obtained from the Snohomish County Assessor at the Customer Services Center, on the 1st Floor of the Snohomish County Administration East Building, 3000 Rockefeller Avenue, Everett, WA. For directions, please call the Assessor's Office at (425) 388-3433. The Assessor's office will assist you in identifying the property owners' tax parcel identification numbers and appropriate mailing addresses, if different than the site address. Tax parcel identification numbers and mailing addresses may also be obtained from a title company.

If the property is not owner-occupied, a label must be provided with the name and mailing address of the property owner, as well as a separate label for the resident at the site address. If it is not clear whether the owner lives at the property address, the label should be addressed to "[property owner's name] or RESIDENT." The address mailing list shall not be more than six months old.

WHEN THE PROPERTIES INCLUDE CONDOMINIUMS AND/OR APARTMENTS:

When the properties within the notification area include condominiums, labels must be provided for the owner of each unit.

When the properties within the notification area include apartments, labels must be provided for the owner of the building, as well as a separate label for the resident of each unit.

WHEN THE PROPERTY IS VACANT:

If a lot is vacant, a label must be provided with the name and mailing address of the property owner.

MAILING LIST FORMAT:

Please provide the information in the following format:

Project Name:	Project Address:	
Applicant Name Address City, State Zip Code	Tax I.D. (Parcel) Number Owner/Resident's Name Property Address, Apt/Condo # City, State Zip Code	Tax I.D. (Parcel) Number Owner/Resident's Name Property Address, Apt/Condo # City, State Zip Code
Tax I.D. (Parcel) Number Owner/Resident's Name Property Address, Apt/Condo # City, State Zip Code	Tax I.D. (Parcel) Number Owner/Resident's Name Property Address, Apt/Condo # City, State Zip Code	Tax I.D. (Parcel) Number Owner/Resident's Name Property Address, Apt/Condo # City, State Zip Code

The affidavit must be notarized and submitted with your application. See the affidavit on the back side of this page.



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Attach this notarized declaration to the Adjacent Property Owners List.

AFFIDAVIT OF ADJACENT PROPERTY OWNERS LIST

STATE OF WASHINGTON)
) ss
COUNTY OF SNOHOMISH)

Address of Project Site: _____, Snohomish, Washington.

Project Site Tax Parcel Number(s): _____

On my oath, I certify that the names and addresses provided represent all properties located within 300 feet of the subject property.

Dated this _____ day of _____, 2008.

Applicant/Applicant's Representative Printed Name

Signature of Applicant/Applicant's Representative

SUBSCRIBED AND SWORN before me on this _____ day of _____ 2008

Sign Name: _____

Print Name: _____

NOTARY PUBLIC in and for the State of Washington,

Residing in: _____

My Commission expires: _____



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FINAL PLAT APPROVAL

1. City Engineer finds that all required improvements have been completed

- Applicant notifies City that construction is complete including cleanup and startup (Washington State Dept. of Transportation 1998 Standard Specifications for Road, Bridge, and Municipal Construction, 1-05.11).
- City does final inspection and issues applicant a punch list following completion of construction.
- Applicant corrects deficiencies.
- City re-inspects and determines if construction is complete.

2. The applicant submits certified As-Built Drawings from the design engineer

SMC 14.215.070 and City of Snohomish Public Works Design and Construction Standards 1.8.3B

3. City Engineer reviews and approves As-Built Drawings

- City Engineer reviews As-Built Drawings and returns them for completion or correction, or approves them.
- When the City Engineer finds that the drawings meet City requirements, the City Engineer and Public Works Director sign the reproducible copy furnished by the applicant.
- The City Engineer notifies the applicant to submit a maintenance bond and Final Plat Application.

4. Applicant deposits a maintenance bond with the City for the Final Plat application, in the amount of 150% of the estimated value of the required plat improvements, and for a period of 2 years (SMC 14.215.080, and Standards 1.8.2).

5. City Engineer reviews and approves maintenance bond amount

6. The City Attorney approves the form, sufficiency and manner of execution of the maintenance bond

7. Applicant submits the Final Plat Application

8. City Planner and City Engineer review Final Plat submittal for completeness

- Final plat application is reviewed for completeness. Posting of bond(s) and fees is verified.
- If not complete, the City Engineer returns the application to the applicant with a checklist of the missing materials or information.
- If the application is complete, the City Engineer will establish the date of completeness and distribute copies for comment as required.

9. City Engineer reviews and approves Final Plat

- The City Engineer reviews the Final Plat for compliance with the approved Preliminary plat and conditions issued with the decision, the approved construction drawings, the Snohomish Municipal Code (SMC), the Standards, and the law.
- If the Final Plat is not in compliance with the above, the City Engineer will return the plat to the applicant with a list of the deficiencies.
- If the Final Plat meets all the requirements, it receives the appropriate City approval signatures.

10. Final Plat is recorded

- The original of the Final Plat shall be filed for record with the County Auditor. One reproducible copy of the recorded map shall be kept on file with the Planning and Development Services Department, and one paper copy shall be filed with the County Assessor.
- Snohomish County has a Short Plat Requirement checklist which must be complied with in order to record a plat map (see the list of requirements provided with the Final Plat submittal checklist).
- Chapter 58.17RCW contains the State of Washington requirements for platting property in the state. The requirements of the Snohomish Municipal Code, together with the requirements set forth on the Snohomish County Auditor's checklist referred to above fulfill the requirements of Chapter 58.17RCW. However, it is the responsibility of the applicant to meet these requirements.



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ENGINEERING REVIEW CHECKLIST

Final short plat applications are not processed until public improvements, as stipulated in the short subdivision preliminary approval, are complete and inspected by the City Engineer or designee. Completion must be in accordance with the approved preliminary plat, the approved construction drawings, and the standards and requirements of the development code (SMC 14.215.050). In some cases, certain incomplete improvements may be approved, in accordance with the following criteria:

- Said improvements are more practically done later, such as the final lift of asphalt surfaces which might otherwise be marred by heavy equipment, or recreational equipment which might be vandalized if installed before the subdivision is populated, or street trees and other landscape and mitigation plantings which are better installed in a different season.
- The applicant deposits a performance bond or cash surety, with the City as beneficiary, in an amount not less than 150% of the City Engineer's cost estimate for the remaining improvements.
- Said bond or surety specifies a period within which to complete the improvements, which period shall not exceed 2 years from the date of final plat approval.

The following procedure is set forth by the City of Snohomish for Final Plat approval, as set forth in Snohomish Municipal Code 14.215.

DATE	ACTION
	Applicant notified to submit Maintenance Bond for approval
	City Engineer reviews and approves bond amount
	City Attorney reviews and approves bond to form, sufficiency, and manner of execution
	Bond amount approved
	Final inspection by City
	Punch-list issued to applicant following completion of construction
	Applicant corrects deficiencies
	City re-inspects and determines if construction is complete
	Applicant submits certified As-built drawings from Design Engineer
	City reviews and approved As-builts, or returns them to applicant for corrections
	City Engineer reviews the Final Plat for compliance with the following:
	<input type="checkbox"/> Approved Preliminary Plat, and the conditions issued with the decision
	<input type="checkbox"/> Approved construction drawings
	<input type="checkbox"/> Snohomish Municipal Code
	<input type="checkbox"/> Engineering Design & Construction Standards
	<input type="checkbox"/> RCW / WAC
	City Engineer approves the Final Plat
	Applicant submits final As-built drawings of water, sewer, road and storm water drainage system plans in DIGITAL FORMAT, WITH ONE SET OF WET-STAMPED MYLARS
	As-built drawings reviewed and approved by City Engineer and Planning Director
	City Engineer establishes date of completeness of application, distributes copies for comments
FINALIZE PLAT	
	City Council reviews and approves Final Plat and accepts improvements
	City Engineer accepts and signs the bill of sale for such improvements
	Applicant records the original Final Plat with the Snohomish County Auditor
	Applicant returns a conformed copy of the recorded plat map to the City



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

FINAL PLAT

Date:	Project #
Project / Plat Name:	
Project Address:	
Land Use Designation:	Property Tax #(s):

DEVELOPER/APPLICANT/CONTACT

Name:	
Address:	
City/State/Zip:	
Phone:	
Cell Phone:	
Alternate Phone:	
E-mail:	

PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)

Name:	
Address:	
City/State/Zip:	
Phone:	
Cell Phone:	
Alternate Phone:	
E-mail:	

FEES

<input type="checkbox"/>	Final Plat Base Fee	\$2,000.00	Date of Receipt:
<input type="checkbox"/>	+ Traffic Impact Fees each new PM peak hour trip generated by new developments	\$1,422 x trips =	\$
<input type="checkbox"/>	+ \$220 per lot/tract:	\$220 x lot(s) =	\$
TOTAL PRELIMINARY PLAT FEES			Receipt #:
			\$

Signature of Owner/Contractor or Authorized Agent _____ Printed Name _____ Date _____

Permit Coordinator: _____ Date: _____

Final Plat Project #:	
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No Date of Approval: _____



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FINAL PLAT – SUBMITAL 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)
- 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 – 2 copies
- Final Plat Map – 3 copies, 18" x 24", **PLUS** one reduced copy 8½" x 11"
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).
- 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.

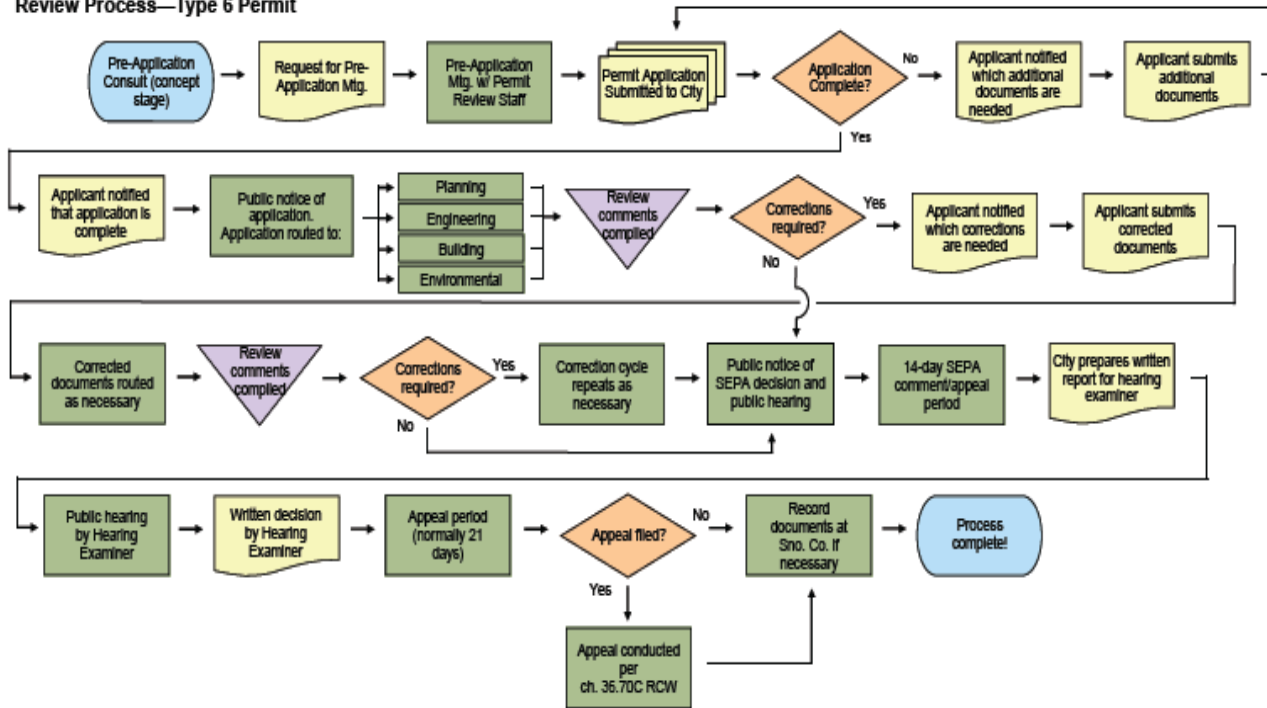
- Standard size sheets (18" x 24") with 2" margin on left edge and at least ½" margin on all other sides.
- Legibility
 - All copies must be suitable for scanning – uniform contrast (no dark and light areas)
 - Signatures and seals must be legible on prints
 - Original signatures in black ink, including 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

Plat – Applicable Permit Review Processes

Preliminary Plats are processed as Type 6 Permits, while Final Plats are processed as Type 2 Permits

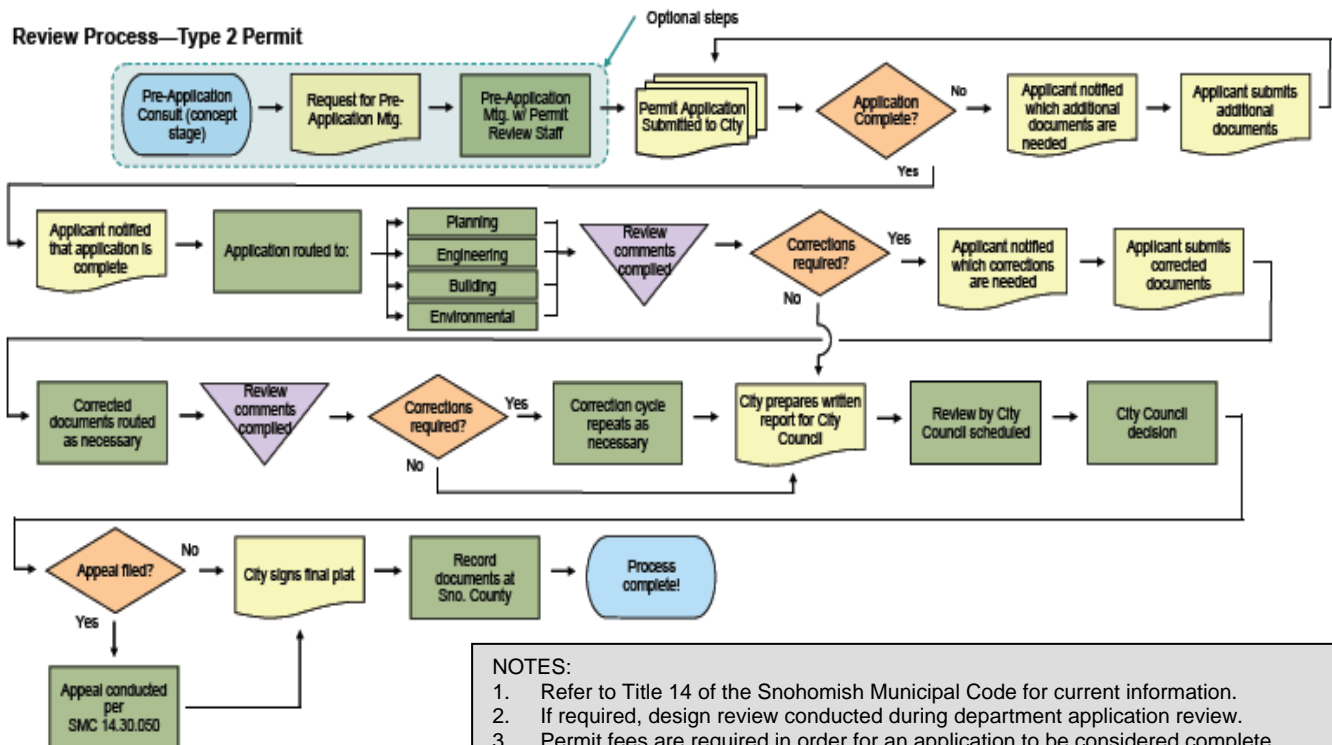
Type 6 Permits include: preliminary plat, planned residential development, shoreline substantial development; and also recorded development plan, variance and conditional use when subject to SEPA. Public notice of application and decision is required.

Review Process—Type 6 Permit



Type 2 Permits include: final plat. Public notice of application and decision is not required.

Review Process—Type 2 Permit



NOTES:

1. Refer to Title 14 of the Snohomish Municipal Code for current information.
2. If required, design review conducted during department application review.
3. Permit fees are required in order for an application to be considered complete.
4. Additional fees, including impact fees, may be required at the time of permit approval.
5. Additional time required for public notice and appeal periods for shoreline permits.
6. Public hearing would include SEPA appeal, if any.

CRITERIA FOR PLAT NAMES

Applicants should use the applicant's name for the name of the subdivision.

Jane Doe Plat **OR** *Jane Doe First Addition*

PLAT NAME LIST

If an applicant does not wish to use their name for the plat, any of the following names may be used.

Washington Counties

Adams, Asotin, Benton, Chelan, Clallam, Clark, Columbia, Cowlitz, Douglas, Ferry, Franklin, Garfield, Grant, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Klickitat, Lewis, Lincoln, Mason, Okanogan, Pacific, Pend Oreille, Pierce, San Juan, Skagit, Skamania, Spokane, Stevens, Thurston, Wahkiakum, Walla Walla, Whatcom, Whitman, Yakima

Washington Governors

George E. Cole, Samuel G. Cosgrove, Daniel Jackson Evans, Elisha P. Ferry, Alvin Flanders, Booth Gardner, Richard Gholson, Louis F. Hart, Roland H. Hartley, Marion E. Hay, Arthur B. Langlie, Ernest Lister, Mike Lowry, Clarence D. Martin, Henry McBride, John H. McGraw, Albert E. Mead, Marshall F. Moore, Miles C. Moore, Fayette McMullen, William A. Newell, William Pickering, Dixy Lee Ray, John R. Rogers, Albert Dean Rosellini, Edward S. Salomon, Watson C. Squire, Eugene Semple, John Dennis Spellman, Isaac I. Stevens, William H. Wallace, Monrad C. Wallgren

U.S. Historical Women

Babe Didrikson Zaharias, Gertrude Pridgett, Susan B. Anthony, Margaret Tobin Brown, Sacajawea, Juliette Gordon, Dixy Lee Ray, Bertha Knight Landes, Reba Hurn, Belle Culp Reeves, Abigail Adams

If a portion of a name is already in use by another plat, the name may be rejected by the County Auditor's office, as there could be potential for confusion or difficulty if several plats contain portions of the same name.

USEFUL LINKS:

REFERENCE ITEM	LINK
Snohomish Municipal Code	http://www.ci.snohomish.wa.us/MunicipalCode.htm
Land Use Map	http://www.ci.snohomish.wa.us/MapLandUse.htm
Snohomish Comprehensive Plan	http://www.ci.snohomish.wa.us/ComprehensivePlan.htm
Application Forms	http://www.ci.snohomish.wa.us/FormsApplications.htm
City of Snohomish Design Standards and Guidelines Outside the Historic District	http://www.ci.snohomish.wa.us/PDFs/DesignStandards.pdf
Snohomish Historic District Design Standards	http://www.ci.snohomish.wa.us/PDFs/DesignStandardsHistoricDistrict.PDF
Endangered Species Act Response Planning	http://snoedc.com/pdfs/Snohomish_ESA_Strategy_060704b.pdf

For more information, visit Snohomish City Hall at 116 Union Avenue any time from 9:00 a.m. until 5:00 p.m. Monday through Friday, excluding holidays. You may also contact Planning & Development Services at (360) 568-3115.