



FINAL PLAT

GENERAL INFORMATION

The final plat process ensures that plat maps comply with city and state mapping requirements and that all of the preliminary plat conditions have been satisfied. This review also ensures that private and public improvements have been completed or performance guarantees have been secured, maintenance guarantees (such as bonds) secured, and the appropriate legal documents have been completed and recorded (as necessary). Following is an infographic that summarizes the plat process:



FINAL PLAT PRE-APPLICATION MEETING

Prior to submitting a final plat application, the Applicant shall apply for a 'final plat pre-application meeting' through the Development Services (DS) Department to discuss the project status and next steps in finishing the plat. Attached to this handout is a copy of a Final Plat Pre-Application Meeting Request form.

The DS Department will provide assistance and detailed information on the City's requirements and standards. In addition to the final plat pre-application meeting, staff is always available to answer questions and meet with an applicant to go over a proposed project.

Final plat pre-application meetings can be scheduled with a DS permit technician by calling (360) 336-6214.

PROCESS AND TIMING

The timing associated with final plats depends on the complexity of the plat being development, the preliminary plat conditions of approval, and whether or not complete and accurate information is submitted to the city for processing.

Most final plats can be approved by City Council within eight weeks of submitting a technically complete final plat application to the city.

COMPLETE APPLICATION REQUIRED

The City will not accept a final plat application that does not have all of the required items listed in the accompanying Final Plat Submittal Checklist under the header 'Part 1 – Final Plat Checklist'. To accept your application, each of the numbered items must be submitted at the same time. However, if you have received a prior written waiver of a submittal item(s), please provide the signed waiver form in lieu of any submittal item not provided.

Applicants are required to bring one copy of the application package for informal review by a DS staff prior to formal application and fee payment to ensure the application is complete. Please call the DS to arrange a convenient time.

OTHER

- Applicants may want to contact the Skagit County Assessor's office to ascertain whether or not advance taxes will need to be paid prior to their final plat being recorded.
- Following final plat approval by City Council plat maps are required to be routed by the City for signatures. This process can take up to a week to complete which means applicant's need to plan accordingly.
- Applicants are responsible for all fees associated with recording their final plat, CC&Rs, and any other related documents and for providing copies of the recorded plat map and associated documents to the city.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.



FINAL PLAT APPLICATION FORM

PERMIT NUMBER: _____

① PROPERTY WHERE WORK IS OCCURRING

ADDRESS:	PARCEL NUMBER(S):
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② PROPERTY OWNER INFORMATION

NAME:				
ADDRESS:		CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:		

③ DEVELOPER INFORMATION (IF DIFFERENT THAN PROPERTY OWNER)

NAME:				
ADDRESS:		CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:		

④ CONTACT PERSON

SELECT THE ONE PERSON THE CITY WILL CONTACT FOR ANYTHING RELATED TO THIS PERMIT?
 Property Owner
 Developer
 Other (list below)

NAME:				
ADDRESS:		CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:		

⑤ OTHER INFORMATION

NAME OF PLAT:	PRELIMINARY PLAT FILE NUMBER:
PRELIMINARY PLAT RESOLUTION #:	TOTAL PLAT ACREAGE:
NUMBER OF LOTS:	NUMBER OF TRACTS:

⑥ ACKNOWLEDGEMENT & SIGNATURE

I hereby declare that I understand that if I submit incomplete, inaccurate, and/or erroneous information it will take the City longer to process my permits. I also declare that I am either the owner of the property listed on this application or the owner of this property has authorized me to be their representative to act for them. I also declare under penalty of perjury under the laws of the State of Washington that all of the statements and answers contained herein, and the information submitted with this application form, is in all respects true, correct, and complete to the best of my knowledge and belief.

Signature

Date

Printed Name

The following is a list of items that are needed for final plat review. Please submit all items that are checked as required for this application. Items on Part 1 of this checklist will be routed within 5 days of receipt to all necessary departments for review and comments.

All Departments shall have 14 days to review the application. At the end of the review period, the City will send the applicant any redlines, requested revisions or requests for additional information that may be needed to complete the review process. When all modifications to the above items have been made to the City's satisfaction, the applicant can then submit the items on Part 2 of this checklist.

The final plat will not be placed on the City Council agenda for acceptance until all items on Part 2 of the checklist have been submitted. This means that all items must be submitted at least 10 days prior to the desired agenda date.

PART 1 – FINAL PLAT SUBMITTAL CHECKLIST			
REQUIRED	RECEIVED	DESCRIPTION	# OF COPIES
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat Application Form	5
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat Map: Final plat maps shall be prepared by a State of Washington registered land surveyor, fully dimensioned, drawn at a scale approved by the Director. The size of the map shall be 18-inches by 24-inches with a minimum two-inch border on the left edge and one-half-inch border on all other sides. Before recording the original shall be in black ink on stabilized drafting film. The desired scale shall be one inch equals 50 feet unless otherwise approved by the Director. The map shall contain all of the items stipulated within MVMC Chapter 16.12, WAC 332-130-050 and RCW 58.17 as they are currently written or as it may be amended in the future.	5
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plans: A fully dimensioned plan drawn at the same scale as the project site plan with a date, graphic scale and north arrow that contains all of the information listed as required within MVMC 14.05.220 under the definition of Landscape Plan, Detailed.	2
<input type="checkbox"/>	<input type="checkbox"/>	Design Standard Plans: A fully dimensioned plan with a date, graphic scale and north arrow that contains all of the information listed as required within MVMC 14.05.220 under the definition of Design Standards Plans.	2
<input type="checkbox"/>	<input type="checkbox"/>	Updated Title Report: An updated title report is required to be dated within 30 days before final plat approval. Copies of all the encumbrances listed within the certificate or report shall be provided.	1
<input type="checkbox"/>	<input type="checkbox"/>	Lot Closure Calculations A compilation prepared by a State of Washington licensed land surveyor clearly indicating the dimensions of the boundaries and the closures for each lot, parcel, tract, and block in the plat with an approved printed computer plot closure or demonstrated mathematical plot closure on all lots, streets, alleys and boundaries.	1
<input type="checkbox"/>	<input type="checkbox"/>	Staff Report that Approved the Preliminary Plat and a copy of the City Council Resolution.	1
<input type="checkbox"/>	<input type="checkbox"/>	Pond Performance Report & Maintenance Schedule Stormwater pond performance reports and a maintenance schedules shall be prepared by a civil engineer licensed in the State of Washington. The pond performance report provides written documentation that the pond was constructed correctly and will function as designed. The maintenance schedule outlines the maintenance work to be completed and when this work needs to be done.	2
<input type="checkbox"/>	<input type="checkbox"/>	As-Built Construction Drawings (from Engineer) Measurements made after a project is complete to provide the actual positions and features of the project. As-builts shall be provided on stabilized drafting film the size and scale of which will be determined by the DS. The entire set of plans shall be provided regardless of whether or not there are changes to be noted. AutoCad and either PDF or TIF files shall also be supplied of the entire plan set.	3
<input type="checkbox"/>	<input type="checkbox"/>	As-built drawings (from Utility Companies)	2
<input type="checkbox"/>	<input type="checkbox"/>	Street Light Billing Account Information	1

<input type="checkbox"/>	<input type="checkbox"/>	Proposed CC&Rs & Estimated Yearly Expenses A final document that will be recorded (and have its Auditor's file number cross-referenced on the face of the subdivision for which it is applicable) that is a written agreement requiring performance or limiting or restricting certain acts or stipulating certain uses or non-uses of property to be binding upon current and future property owners, and including the legal description of that area of property to be encumbered. If maintenance or monitoring of areas will be taken over by a business owners association, the CC&Rs shall delegate responsibility to the association and will stipulate the amount of money to be collected by each property owner and how this money will be spent, and which amenities/facilities shall be maintained or monitored.	2
<input type="checkbox"/>	<input type="checkbox"/>	Stamped Engineer's Cost Estimate for all completed civil improvements that will be dedicated to the public	2
<input type="checkbox"/>	<input type="checkbox"/>	Original receipts and supplemental information documenting the total cost of all completed landscaping, open space, and related improvements/amenities	2
<input type="checkbox"/>	<input type="checkbox"/>	Original receipts and supplemental information documenting the total cost of all completed critical area improvements	2
<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Cost Estimate for all Uninstalled Civil and/or Landscape Improvements **	2
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Architect's Cost Estimate for all Uninstalled Landscape Improvements **	2
<input type="checkbox"/>	<input type="checkbox"/>	Biologist's Cost Estimate for all Uninstalled Critical Area Improvements **	2
<input type="checkbox"/>	<input type="checkbox"/>	If requesting Traffic Impact Fee Credits you must submit original receipts and supplemental information documenting the total cost of all completed transportation improvements the applicant is seeking credit for	2
<input type="checkbox"/>	<input type="checkbox"/>	Draft Deeds for Proposed Dedication of Land for Public Purposes A legal document conveying or proposing to convey ownership of real property and including a legal description of the area to be dedicated.	2
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description A description of a piece of land which allows an independent surveyor to locate and identify it. Usually it uses one of the following methods: government survey, metes and bounds or recorded plat (lot and block number).	1
<input type="checkbox"/>	<input type="checkbox"/>	Fees	N/A

**If the developer is going to request to post a financial security for any uncompleted improvements, a written request must be submitted that explains/justifies why items cannot be completed prior to final plat acceptance and be accompanied by the listed estimates of the cost of all uncompleted improvements. The City will review the request and determine if such a request can be allowed for any or all of the items.

PART 2 – FINAL PLAT SUBMITTAL CHECKLIST

REQUIRED	RECEIVED	DESCRIPTION	# OF COPIES
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat Map in a Format Specified by the City After the final plat map is approved by City Council the Applicant is responsible for submitting to the City an AutoCAD (2013 or earlier version) digital file in a DWG format of the final plat maps.	1
<input type="checkbox"/>	<input type="checkbox"/>	As-Built Construction Drawings in a Format Specified by the City After the final plat map is approved by City Council the Applicant is responsible for submitting to the City an AutoCAD (2013 or earlier version) digital file in a DWG format of the final plat maps.	1
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance Bond & its Associated Agreement for any Public Improvements (1 year)	1
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance Bond & its Associated Agreement for Landscaping (2 or 3 year)	1
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance and Monitoring Bond & its Associated Agreement for Critical Areas (3, 5, 7 or 10 year)	1
<input type="checkbox"/>	<input type="checkbox"/>	Performance Bonds – if allowed	1



FINAL PLAT PRE-APPLICATION MEETING REQUEST FORM

FILE NUMBER: _____

① PROPERTY WHERE PROJECT IS PROPOSED

ADDRESS:	PARCEL NUMBER(S):
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② PROPERTY OWNER INFORMATION

NAME:				
ADDRESS:		CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:		

④ APPLICANT INFORMATION

NAME:				
ADDRESS:		CITY	STATE	ZIP
TELEPHONE:	CELL:	EMAIL:		

④ OTHER INFORMATION

LAND USE #:	RESOLUTION #
PLAT NAME:	

⑤ ACKNOWLEDGEMENT & SIGNATURE

By signing below under penalty of perjury I swear that all information provided on this form and the materials attached by me to supplement this form are true, correct, and complete to the best of my knowledge. I also attest that I have read and understand each of the following statements:

1. Pre-application meetings are not intended to itemize every requirement for a project and deviations and/or changes to the size or scope of the project may result in additional requirements from various City Departments.
2. Information provided at pre-application meetings may be subject to modification and/or concurrence by official decision-makers; e.g., the Hearing Examiner, the DS Director, the Planning Commission and/or the City Council.
3. Review comments and requirements provided by City staff at pre-application meetings do change when an applicant modifies their project.
4. I/we understand that vested rights are granted to applications for building permits, preliminary plats, or short plats at the time when a "technically complete" application (pre-applications are not applications that vest an applicant to the City's development codes) has been properly submitted; unless subject to matters concerning public health, safety, and welfare.
5. Final plat pre-application meetings are scheduled on a first come basis. These meetings cannot be scheduled until the conditions of approval (as outlined in the Resolution that provided preliminary plat approval) are substantially completed. Representatives from the applicable City Departments will be in attendance.

Signature

Printed Name

Date

Once this form is completed and all of the required items attached please email Linda Beacham at: lindabe@mountvernonwa.gov or call (360) 336-6214 to schedule your meeting.

This section is for Staff use: Day/Time of Pre-Application Meeting:				
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%; text-align: center;">_____</td> <td style="border: none; width: 50%; text-align: center;">_____</td> </tr> <tr> <td style="border: none; text-align: center;">DATE</td> <td style="border: none; text-align: center;">TIME</td> </tr> </table>	_____	_____	DATE	TIME
_____	_____			
DATE	TIME			