



## FINAL SHORT PLAT APPLICATION CHECKLIST

**PURPOSE:** To ensure the plat map complies with state mapping requirements and is consistent with City of Mount Vernon plans, policies, and regulations. The following requirements will ensure that plans submitted include all of the necessary information to promptly review final short plat submittals.

**EARLY CONSULTATION:** Prior to submitting a final plat application, the Applicant shall apply for a ‘final plat pre-application meeting’ through the Community & Economic Development Department (CEDD) to discuss the project status and next steps in finishing the plat.

The CEDD 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 CEDD permit technician by calling (360) 336-6214.

**COMPLETE APPLICATION REQUIRED:** The City will not accept a final short plat application that does not have all of the required items listed below under the header ‘Part 1’. 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.

**APPLICATION REVIEW:** Applicants are required to bring one copy of the application package for informal review by a CEDD staff prior to formal application and fee payment to ensure the application is complete. This should be done prior to making the requested number of copies. Please call the CEDD to arrange a convenient time.

**Land Use Number:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**Short Plat Name:** \_\_\_\_\_

<b>DEVELOPER NAME:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

<b>SURVEYOR NAME:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

<b>ENGINEER NAME:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

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.

**PART 1**

REQUIRED	RECEIVED	DESCRIPTION	# OF COPIES
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Final Short Plat Map:</b></p> <p>Final short plat maps shall be prepared by a State of Washington registered land surveyor in accordance with RCW 18.43.010 and 58.17, 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 WAC 332-130-050 as it is currently written or as it may be amended in the future; along with the following information:</p> <ol style="list-style-type: none"> <li>a. A title block shall be located in the lower right corner of the map;</li> <li>b. The name of the proposed short plat, City land use number, and the location of the short plat shall be shown in the title block;</li> <li>c. All plans shall show the name, address and telephone number of the surveyor/engineer, and the name and address of the applicant;</li> <li>d. An accurate and complete legal description of the area to be incorporated within the short plat, written or verified by a licensed land surveyor;</li> <li>e. Date, graphic scale, and north arrow;</li> <li>f. Vicinity sketch at a scale of not more than 1,000 feet to the inch showing the proposed plat in relation to surrounding land. All platted rights-of-way for a distance of at least one-quarter mile shall be shown, and additional area shall be illustrated, if necessary, to show connecting streets or arterials;</li> <li>g. Names, locations, widths and other dimensions of existing and proposed streets, alleys, easements, parks, open spaces and reservations. Shall show all utilities, streets, existing and new easements and associated covenants within or abutting the short plat. If a new easement is created on the plat, it must show grantee of easement rights. If the grantee is the City, a statement of easement</li> </ol>	3

		<p>provisions reserving and conveying the easement, with a description of the rights and purposes, needs to be made on the short plat;</p> <p>h. Lots designated by number within the area of the lot. Tracts shall be similarly designated and each tract shall be clearly identified with the ownership and purpose. Lot lines with all property lines dimensioned and square footage of each lot and tract;</p> <p>i. Lot numbers;</p> <p>j. Addresses for each lot and new street names determined by the CEDD;</p> <p>k. Reservations, restrictive covenants, easements and any areas to be dedicated to public use with notes stating their purpose, and any limitations, and identifying the grantee. If the grantee is the City, a statement of provisions reserving, granting and/or conveying the area with a description of the rights and purposes must be shown;</p> <p>l. All interior permanent control monuments located per State surveying standards;</p> <p>m. Verification that permanent markers are set at corners of the proposed lots;</p> <p>n. Statement of discrepancies, if any, between bearing and distances of record and those measured or calculated;</p> <p>o. Location, dimensions, and square footage of any existing structures to remain within or abutting the plat;</p> <p>p. Location of existing conditions (such as wetlands, steep slopes, watercourses) and their associated buffers on or adjacent to the site which could hinder development;</p> <p>q. The location of all wells and septic systems located on or near the project site;</p> <p>r. Reference to all agreements or covenants required as a condition of approval;</p> <p>s. The surveyor's seal shall appear on every page;</p> <p>t. Certificates, approvals and dedications, the exact wording of which shall be approved by the CEDD and may be obtained at said office, for the following:</p> <ol style="list-style-type: none"> <li>i. County Auditor certificate,</li> <li>ii. Owner(s) dedication, including signature space for all legal owners, mortgage or lien holders,</li> <li>iii. Acknowledgements for all owner(s) signatures,</li> <li>iv. CEDD and Public Works Directors approvals,</li> <li>v. Mayor approval with attest from Finance Director,</li> <li>vi. City Finance Director approval,</li> <li>vii. County treasurer certificate,</li> <li>viii. Surveyor certificate,</li> <li>ix. Easement dedication, and</li> </ol> <p>Certification showing that streets, rights-of-way and all sites for public use have been dedicated.</p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Final Short Plat Maps:</b></p> <p>The same final short plat maps as outlined directly above; however, this set needs to be reduced to 11-inches by 17-inches in size.</p>	1
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Landscape Plans:</b></p> <p>A fully dimensioned plan drawn at the same scale as the project site plan with a date, graphic scale and north arrow that clearly indicates the following:</p> <ol style="list-style-type: none"> <li>a. Location of proposed buildings, parking areas, access and existing buildings to remain;</li> <li>b. Names and locations of abutting streets and public improvements, including easements;</li> <li>c. Existing and proposed contours at two foot intervals or less;</li> <li>d. Detailed grading plan;</li> </ol>	2

		<ul style="list-style-type: none"> <li>e. Location and dimensions of planting areas;</li> <li>f. Location and height of proposed berming;</li> <li>g. Locations, elevations, and details for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.;</li> <li>h. Location, size, spacing, condition (i.e. container, bare-foot), and botanical and common names of existing and proposed trees, shrubs, and ground covers;</li> <li>i. Decorative rockery or similar landscape improvements in relationship to proposed and existing utilities;</li> <li>j. Plant material key and all landscape calculations required per MVMC 17.93;</li> <li>k. Names and locations of existing vegetation to remain; and,</li> <li>l. Detailed planting specifications (soil mix, planting depth and width, and bark mulch depth).</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Design Standard Plans:</b> All applications required to use the <i>Design Standards &amp; Guidelines</i> (that are adopted by reference within MVMC 17.70) shall be accompanied by the following:</p> <ul style="list-style-type: none"> <li>a. Complete sets of plans that clearly define the construction, changes, proposed building exteriors, alterations or remodeling and indicate the proposed location, lot/site dimensions, and all colors and types of materials and construction. Said plans shall be drawn to scale and shall clearly define the roofing design, siding and trim materials to be used together with the finish, or other materials to be used or applied on all exterior walls.</li> <li>b. Complete sets of landscape plans that detail the private and public improvements, as applicable. Said plans shall be drawn to scale and clearly define the detail of the landscape materials and improvements. Landscape plans shall reflect the requirements listed in MVMC Chapter 17.93. For PUDs and multi-family projects, a site plan prepared per City standards shall be submitted that clearly illustrates the improvements and amenities as required and encouraged through the <i>Mount Vernon Design Standards and Guidelines</i>.</li> <li>c. The application and plans shall state a proposed date of commencement and completion of such construction, change, alteration or remodeling and installation of improvements. Such plans shall become the property of the City upon submission of the application.</li> <li>d. Reference to City of Mount Vernon Code requirements and percentage of landscaping proposed for site and for parking areas. The plans must illustrate minimum requirements and how the proposed development meets minimum standards.</li> </ul>	3
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Updated Title Certificate</b> (include copies of any easements or encumbrances listed in report): A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, dedication, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. An updated certificate or report dated within 30 days before final plat approval is also necessary. Copies of all the encumbrances listed within the certificate or report shall be provided.</p>	1
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Lot Closure Calculations</b> 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, short plat, lot line, BSP, or boundary line adjustment; an approved printed computer plot closure or demonstrated mathematical plot closure on all lots, streets, alleys and boundaries.</p>	1

<input type="checkbox"/>	<input type="checkbox"/>	<b>Staff Report that Approved the Preliminary Short Plat.</b>	1
<input type="checkbox"/>	<input type="checkbox"/>	<b>Pond Performance Report &amp; Maintenance Schedule</b> 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"/>	<b>As-Built Construction Drawings (from Engineer)</b> 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 CEDD. 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"/>	<b>As-built drawings (from Utility Companies)</b>	2
<input type="checkbox"/>	<input type="checkbox"/>	<b>Street Light Billing Account Information</b>	2
<input type="checkbox"/>	<input type="checkbox"/>	<b>Proposed CC&amp;Rs &amp; Estimated Yearly Expenses</b> 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"/>	<b>Engineer's Cost Estimate for all Completed Civil Improvements (for public dedication)</b>	2
<input type="checkbox"/>	<input type="checkbox"/>	<b>Cost Estimate for all Completed Park &amp; Landscape Improvements (public dedication)</b>	2
<input type="checkbox"/>	<input type="checkbox"/>	<b>Cost Estimate for all Completed Critical Area Improvements</b>	2
<input type="checkbox"/>	<input type="checkbox"/>	<b>Cost Estimate for all Uninstalled Civil and/or Landscape Improvements **</b>	2
<input type="checkbox"/>	<input type="checkbox"/>	<b>Draft Deeds for Proposed Dedication of Land for Public Purposes</b> 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"/>	<b>Legal Description</b> 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).	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fees</b>	

<input type="checkbox"/>	<input type="checkbox"/>	<b>Other:</b>	
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Accepted as Counter Complete: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*If the developer is going to request to bond for any uncompleted improvements, a written request must be submitted that explains/justifies why items cannot be completed prior to final short plat acceptance and be accompanied by an engineer’s estimate of the cost of all uncompleted improvements. The City will review the request and determine if bonding will be allowed for any or all of the items.

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 10 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.

**PART 2**

REQUIRED	RECEIVED	DESCRIPTION	# OF COPIES
<input type="checkbox"/>	<input type="checkbox"/>	<b>Final Short Plat Map on Mylar</b> (As applicable, must include landscape and design review details)	2
<input type="checkbox"/>	<input type="checkbox"/>	<b>Final Short Plat Map on Paper</b>	1
<input type="checkbox"/>	<input type="checkbox"/>	<b>Final Short Plat Map Reduced to 11x17 Paper</b>	9
<input type="checkbox"/>	<input type="checkbox"/>	<b>As-Built Construction Drawings on Mylar</b>	1
<input type="checkbox"/>	<input type="checkbox"/>	<b>As-Built Construction Drawings on Disk (AutoCAD, PDF and/or TIF files)</b>	1
<input type="checkbox"/>	<input type="checkbox"/>	<b>Maintenance Bond &amp; its Associated Agreement for the public improvements (1 year)</b>	1
<input type="checkbox"/>	<input type="checkbox"/>	<b>Maintenance Bond &amp; its Associated Agreement for landscaping (2 or 3 year)</b>	1

<input type="checkbox"/>	<input type="checkbox"/>	<b>Maintenance and Monitoring Bond &amp; its Associated Agreement for critical areas (3, 5, 7 or 10 year)</b>	1
<input type="checkbox"/>	<input type="checkbox"/>	<b>Performance Bonds – if allowed</b>	1
<input type="checkbox"/>	<input type="checkbox"/>	<b>Other:</b>	1

The final short plat will not be routed for City signatures until all items on Part 2 of the checklist have been submitted.

Date all items on Part 2 of this checklist received: \_\_\_\_\_

Once all signatures have been obtained staff will contact the applicant so that they can go to the Skagit County Auditor's department and have the mylar maps and associated documents (if any) recorded. A mylar copy and a copy of all other recorded documents must be brought back to the City after recording.