



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.
 - 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 1-3.
- 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 10% of the estimated value of the required plat improvements, and for a period of 2 years (SMC 14.215.080, and Standards 1-6.1).**
- 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 through the [SSPP](#)**
- 8. Planning staff 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, 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 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 58.17 RCW 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 58.17 RCW. However, it is the responsibility of the applicant to meet these requirements.