



FINAL SHORT PLAT APPROVAL

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.

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 15% 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. 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 Short Plat for compliance with the following:
 - a. The approved Preliminary plat and the conditions issued with the decision
 - b. The approved construction drawings
 - c. The Snohomish Municipal Code (SMC)
 - d. The City Engineering & Development Standards
- If the Final Short Plat is not in compliance with the above, the City Engineer returns the short plat to the applicant with a list of the deficiencies.
- If the Final Short Plat meets all the requirements, it receives the appropriate City approval signatures.

10. Final Short Plat is recorded

- The original of the Final Short 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.
- Chapter 58.17 RCW contains the State of Washington requirements for platting property in the state. County and City requirements comply with the regulations of Chapter 58.17 RCW. However, it is the responsibility of the applicant to meet these requirements.

Use the following checklist during the final short plat phase:

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 Short Plat for compliance with the following:
	<input type="checkbox"/> Approved Preliminary Short 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 SHORT PLAT	
	City Engineer accepts and signs the bill of sale for improvements
	Applicant records the original Final Short Plat with the Snohomish County Auditor
	Applicant returns a conformed copy of the recorded short plat map to the City