



FINAL SHORT PLAT – SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE
APPLICATIONS SHALL BE SUBMITTED ON THE [SSPP](#)

- Land Use Application form
- Title certificate
Must be free and clear of all encumbrances
- Applicant Narrative, stating how each condition of preliminary approval has been met
- Short Plat Map
Must meet the recording requirements of the Snohomish County Auditor (see below), and must include Certification on the first page containing the legal description, covenants/easements and stating the subdivision has been made with the free consent and in accordance with the desire of the owner(s).
- Dedication to the public of all streets and other public areas (on the first page)
- Lot Closure Calculations
- 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 SHORT PLATS:

The County Auditor is legally authorized to reject any surveys that do not meet these requirements (58.09 RCW, 58.17 RCW, 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 blank 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 or 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