



FINAL PLAT SUBMITTAL STANDARDS

Includes Plat, Short Plat, Planned Residential Development (PRD), and Unit Lot Subdivision (ULS).

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

- Land Use Application Form
 - Signed by each affected property owner
- Applicant Narrative
 - Identifying how each condition of preliminary plat approval has been met
- Title Report for all affected properties, dated within 30 days
 - Must be prepared by a title company and show the names and addresses of all parties whose consent is necessary to dedicate land for public use, as well as any easements or other encumbrances.
 - Attach referenced documentation.
- Critical Areas Mitigation As-Built/Conformance Report
 - Prepared by a qualified professional as defined in WAC 365-195-905(4), meeting all requirements of SMC 14.255.060, and certifying that all Critical Area mitigations have occurred according to approved plans (include as-builts)
- [Plat Name Reservation Certificate](#), from the Snohomish County Auditor
- Final Plat Map(s) prepared by a qualified professional, authorized to practice in Washington, formatted and scaled to meet the [Snohomish County Auditor requirements](#). The County Auditor is legally authorized to reject any surveys that do not meet these requirements

All sheets shall include:

- Title block
 - Project name
 - Date prepared/revised
 - Scale, north arrow
 - Quarter section, section, township, and range number
 - Name and contact information of the preparer
- Sheet number and sheet title
- Stamp and signature of applicable qualified professional

Include the following sheets:

- Cover sheet(s)
 - Approval signature blocks for the Planning Director and the City Engineer
 - Certification containing the covenants 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.
 - Provide a lot/tract numbering system and associated addresses. An empty table may be used if addresses have not yet been assigned.

- Final plat map(s)
- Easement(s), dedication(s), and/or critical area protection(s)
- Lot Closure Calculations
- Performance bond, if applicable (SMC 14.215.060)
- Maintenance bond (SMC 14.215.080)
- As-built drawings, approved by the City Engineer or designee
- Bills of sale approved by City Engineer or designee, for all improvements to be owned by the City