



FINAL PLAT CHECKLIST PL-FPLAT

FINAL PLAT | [CHAPTER 16.06 GHMC](#)

An application for a final plat is considered upon submittal of the information as required under [GHMC 16.06.001](#) (requirements for a complete application) and [GHMC 16.08.003](#) (general requirements for filing plat for record) this is in addition to the application requirements of [GHMC 19.02.002](#).

REQUIREMENTS FOR A COMPLETE APPLICATION | [GHMC 16.06.001](#)

- Completed Master Planning Permit Application
- Copies of construction drawings, if requested.
- Work done by city or county in connection with the checking, computing, and correcting of the plat, and for plan checking, inspecting, and testing as to all plat improvements including water lines, sanitary sewer lines, storm water retention and drainage systems, streets, curbs, gutters, and sidewalks, if requested.
- Final plat on reproducible mylar or equivalent, 17 inches wide by 22 inches long, scale of 100 feet to one inch or larger (preferred scale 50 feet to one inch). The plat must contain:
- Primary control points, approved by the city engineer, or descriptions and "ties" to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred;
 - N/A Submitted on sheet(s) _____
- Tract boundary lines, right-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearings, and radii, arcs, central angles of all curve arcs;
 - N/A Submitted on sheet(s) _____
- Name and right-of-way width of each street or other right-of-way;
 - N/A Submitted on sheet(s) _____
- Location, dimensions and purpose of any easement;
 - N/A Submitted on sheet(s) _____
- Tract number to identify each lot or site;
 - N/A Submitted on sheet(s) _____
- Purpose for which sites, other than residential lots, are dedicated or reserved;
 - N/A Submitted on sheet(s) _____
- Minimum building setback line on all lots and other sites;
 - N/A Submitted on sheet(s) _____
- Location and description of monuments by symbol;
 - N/A Submitted on sheet(s) _____
- Reference to plats of adjoining land by their recorded name, date, volume and page number;
 - N/A Submitted on sheet(s) _____
- Certification by licensed land surveyor or licensed professional civil engineer substantially in the following form:
 - A. A certificate giving a full and correct description of the lands divided as they appear on the plat, including a statement that the subdivision has been made with the free consent and in accordance with the desires of the owner(s). If the plat contains a dedication, the certificate shall also contain the dedication of all streets and other areas to the public and individual(s), religious society or societies or to any corporation, public or private, as shown on the plat and a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage, and maintenance of the road. The certificate shall be signed and acknowledged before a notary public by all parties having any interest in the lands subdivided;
 - N/A Submitted on sheet(s) _____

- Every plat containing a dedication filed for record must be accompanied by a title report confirming that the title of the lands as described and shown on the plat is in the name of the owners signing the certificate;
 - N/A Submitted on sheet(s) _____
- An offer of dedication may include a waiver of right of direct access to any street from any property, and if the dedication is accepted any such waiver is effective. Such waiver may be required by the city as a condition of approval. Roads not dedicated to the public must be clearly marked on the face of the plat. Any dedication, donation, or grant as shown on the face of the plat shall be considered to all intents and purposes as a quitclaim deed to the donee or donees, grantee or grantees for his, her, or their use for the purpose intended by the donors or grantors as aforesaid;
 - N/A Submitted on sheet(s) _____
- Plat name, scale, north arrow, date and legend of symbols;
 - N/A Submitted on sheet(s) _____
- Plans and profiles of all utilities and street improvements showing approval of the design by the city engineer;
 - N/A Submitted on sheet(s) _____
- Certificate of completion of one of the following alternatives shall accompany the final plat:
 - A. All improvements have been installed in accord with the requirements of these regulations and accepted by the city upon the recommendation of the city engineer as certified by the city clerk;
 - B. That approved plans are on file with the city engineer for all required utilities and street improvements and a cash or surety bond as provided in Chapter 16.08 GHMC has been posted with the city clerk and deposited with the city treasurer.

GENERAL REQUIREMENTS FOR FILING PLAT FOR RECORD | [GHMC 16.08.003](#)

- Contain a statement of approval from the city road engineer as to the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems, and other structures;
- Be accompanied by a complete survey of the section or sections in which the plat or replat is located made to surveying standards adopted by the division of engineering services of the department of natural resources pursuant to [RCW 58.24.040](#). The surveyor shall certify on the plat that it is a true and correct representation of the lands actually surveyed;
- Be acknowledged by the person filing the plat before the auditor of the county in which the land is located, or any other officer who is authorized by law to take acknowledgment of deeds, and a certificate of said acknowledgment shall be enclosed or annexed to such plat and recorded therewith;
- Contain a certification from the proper officer or officers in charge of tax collections that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied, or discharged;
- Contain a certificate giving a full and correct description of the lands divided as they appear on the plat or short plat, including a statement that the subdivision or short subdivision has been made with the free consent and in accordance with the desires of the owner or owners;
- Show the permanent control monuments established at each and every controlling corner on the boundaries of the parcel of land being subdivided. The council (or hearing examiner) shall determine the number and location of permanent control monuments within the plat, if any;
- Show the lot numbers and house addresses on the short subdivisions and subdivisions at the time of approval.

This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections.