

**Final Plat
Application Form**

FOR CITY USE ONLY
Submitted

PROJECT NAME:

	1. A title insurance report, obtained no more than 90 days prior to submitting the final plat, confirming that the title of lands as described and shown on said plat is in the name(s) of the owner(s) signing the plat's certificate and instrument of dedication. A more recent report may be required by the Planning Department.
	2. Lot Closure Report that includes information on the lots, roads, and plat boundary.
	3. Certification that roads, utilities, drainage facilities, and related infrastructure have been built or provided for.
	4. Certificate containing the dedication of all streets and other areas, signed and acknowledged by a notary public be all parties having an ownership interest in the lands subdivided.
	5. A guarantee and maintenance bond for infrastructure.
	6. "As-built" subdivision improvement drawings (the applicant shall furnish one set of as-built prints to be field verified by the City. Upon satisfactory corrections to the drawings final mylars shall be submitted as described below).

DRAWINGS (8 COPIES)

The final plat shall consist of one or more pages, each eighteen inches by twenty-four inches (18 x 24), clearing and legibly drawn one stable base mylar polyester film for final copy. All drawing and lettering shall be in permanent black (or India) ink. The perimeter of the subdivision shall be depicted in heavier lines than appear elsewhere on the plat. The border shall be drawn completely around each sheet, leaving an entirely blank margin of two inches on the left side (or top) and one-half inch on all other sides. Each sheet of the final plat shall contain the subdivision name and sheet number, and each sheet containing a drawing shall contain the scale and a north arrow. All signatures shall be written in permanent black (or India) ink

	1. All section, township, range, municipal, and city lines lying within or adjacent to the subdivision.
	2. The location of all monuments or other evidence used as ties to established the subdivision's boundaries.
	3. The boundary of the subdivision with complete bearings and lineal dimensions.
	4. The location, width, centerline, and name or number of all streets within and adjoining the subdivision.
	5. Numbers assigned to all lots and letters to all tracts within the subdivision.
	6. Legal description of the land within the subdivision which agrees with the description contained in the title insurance report.
	7. The length of each lot line, together with bearings, chord distance for curved lines and other data necessary for the locations of any lot line in the field.
	8. Where applicable the location and disposition of any wells, creeks, drainage

	courses, drainage ways, septic tanks, drainfields, 100-year floodplain boundary and easements within the subdivision.
	9. Building setback lines from wetlands, streams, and/or steep slopes.
	10. The boundaries of all lots and blocks and rights-of-way, including the length and bearings of all straight lines and the radii, arc lengths, semitangents and delta angle of all curves, with radial bearings at the beginning and ending of all nontangent curves.
	11. The width, disposition, and description of all easements with the location shown with broken lines.
	12. All dedications of streets or other areas to the public or other organization. Roads not dedicated to the public must be clearly marked on the face of the plat as “private.”
	13. Building setbacks from property lines annotated in text on mylar along with site addresses for each lot.

CERTIFICATION

The following certificates shall be shown on the final plat:

	1. Surveyor – The surveyor shall place their seal and signature on the plat, along with:
	a. A statement certifying that the plat was prepared by him/her, or under his/her supervision.
	b. A statement certifying that the plat is a true and correct representation of the land surveyed.
	2. Owner – The following statements or certifications shall be placed upon the final plat by the owner:
	a. A statement that the subdivision has been made with the free consent and in accordance with the desires of the owner or owners. Owners of other interests shown on the title report shall certify that they have notice of the subdivision.
	3. City Engineer – A statement of approval from the City Engineer approving the survey data, the layout of the streets, alley, and other rights-of-way, and utility systems including storm drainage, water and sanitary sewer.
	4. Planning and Community Development Director – A statement of approval from the Planning and Community Development Director.
	5. East Pierce Fire & Rescue- A statement of approval from the Fire Marshal.
	6. Date of examination and approval by the City Council signed by the Mayor and City Clerk.
	7. County Assessor-Treasurer – A certification 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.
	8. County Auditor

OTHER REQUIREMENTS

	1. Survey Data – In conjunction with the final plat document, the surveyor shall provide the City with a full set of survey notes, which shall clearly show:
	a. The ties to each monument established for the plat.
	b. All necessary controlling reference points or monuments.
	c. Sufficient data to determine readily the bearing and length of each line

	which may be in the form of computer printout sheets or coordinate sheet.
	d. The base meridian referred to showing its relation to true north based on Polaris observation or tie to National Ocean Survey (USC and GS) triangulation system, or other control acceptable to the City Engineer.
	e. Complete subdivision of the section or sections, or as much thereof as necessary to properly orient the plat within same.
	f. Corners of adjoining subdivisions or portions thereof, with ties.
	g. Primary survey control points referenced to section corners and monuments.

Additional information may be required by the City. The applicant will be notified in writing if additional information is necessary.

Applicant Signature

Date

If you have any questions, please call the Planning and Community Development Department at 253-862-8602 ext. 356.