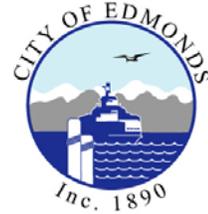


City of Edmonds

Development Information



Final Plat Review (Short and Formal Subdivision)

This handout summarizes the procedure for filing for final review of a subdivision in the City of Edmonds. All subdivisions are subject to Edmonds Community Development Code (ECDC) Chapter 20.75.

IMPORTANT! All conditions of preliminary approval must be met and civil site improvements must be completed and inspected and/or a site improvement bond must be posted prior to submitting a subdivision for final review. Please refer to bond requirements and procedures handout for additional information on bonding (Handout #E12). Approval of a preliminary plat shall expire and have no further validity at the end of the time limits established under ECDC 20.75.100 and 20.75.107 unless final plat approval has been obtained and the plat has been recorded with the Snohomish County Auditor.

APPLICATION MATERIALS CHECKLIST

- ❑ **Final Review Application Form:** Complete the final review submittal form (see attached).
- ❑ **Fees:** See Fee Sheet
- ❑ **Civil As-Builts:** Submit electronic as-builts in .dwg format as well as three (3) hard copies for all site development and utility improvements constructed as part of the subdivision.
- ❑ **Cover Letter:** Submit a cover letter stating how each of the conditions of preliminary approval have been met.
- ❑ **Letter of Approval from Utility Purveyor (if applicable):** For subdivisions that fall within the Olympic View Water Sewer District and/or for subdivisions that require non-standard utility easements over, under or across the subject subdivision, provide a letter of approval from the applicable utility purveyor accepting the easement language and/or depiction of such as well as any special conditions as set forth by the purveyor.
- ❑ **Title Report:** Submit an updated title report or plat certificate that has been prepared within 30 days of submittal for final review.
- ❑ **Lot Closures/Survey Notes:** Complete field and computation notes of the plat survey showing the original or re-established corners with descriptions and the actual traverse showing error of closure and method of balancing. A sketch showing all distances, angles and calculations required to determine corners and distances of the plat shall accompany this data.
- ❑ **Final Plat (submit 2 copies):** Submit a final plat drawing of the division of land for review and approval by the City. A professional land surveyor registered in the State of Washington must prepare the final plat drawing. The scale used must be sufficient to clearly show all details of the proposal. A scale of 20 feet to one inch is preferred; other engineering scales may be used if necessary. The following information must be provided

on the plat documents in order to demonstrate code compliance. Please note, during review of the submitted documents it may be determined that additional information is required.

- (1) **Plat documents shall be prepared for recording in accordance with the Snohomish County Auditor's Office Recording Division, including appropriate margins and any other requirements. All signatures on the plat documents must be original and signed in black ink. Please contact the Snohomish County Auditor's Recording Department for additional information.**
- (2) City's subdivision file number.
- (3) Date prepared or revised, scale, north point, quarter section, section, township and range number.
- (4) Total acreage of the land to be divided and area in square feet of each proposed lot.
- (5) Legal descriptions of the original and new lot(s).
- (6) Identifying lot numbers or labels (i.e. Lot A, Lot 1).
- (7) Addresses of the new lot(s) as assigned by the City's Building Division.
- (8) If setbacks are shown, include the following statement: "Setbacks shown are for reference only and vest no right." If setbacks are modified through a modification request, include language citing the modification request approval.
- (9) Original and new lot lines including all distances and bearings.
- (10) Critical areas delineations, buffers, steep topography, or other limitations on the building site.
- (11) Conditions of approval statement and any additional items required as a condition of preliminary approval.
- (12) Any existing or proposed restrictions on the use of the land.
- (13) The location, name and width of all existing and proposed street right-of-ways and/or easements within or adjacent to the proposed subdivision as well as the street and pavement location of existing and proposed streets.
- (14) Street dedication(s) to the City of Edmonds, if any.
- (15) Easement Provisions. All existing and proposed easements stating location of easements, ownership and beneficiary information.
- (16) Easement Maintenance Provisions specifying maintenance responsibilities.
- (17) Surveyors certificate. Name, address, seal and signature of the land surveyor who prepared the map, including:
 - a. A statement certifying that the plat was prepared by him, or under his supervision;
 - b. A statement certifying that the plat is a true and correct representation of the land surveyed;
 - c. A full and correct description of the land to be divided.
- (18) Owner certificate. The owner shall certify that the subdivision has been made with his free consent and according to his desires, acknowledged by a notary. Owners of other interests shown on the title report shall certify that they have notice of the subdivision. Note: The owner(s) name(s) should be shown on the final documents exactly as they appear on the title report.

- (19) Dedication certificate (if applicable). A certificate of dedication by the owner for all areas to be dedicated to the public, acknowledged by a notary.
- (20) Waiver of Claims (hold harmless agreement). A statement by the owner waiving all claims for damages against any governmental authority which may arise from the construction, drainage and maintenance of required improvements.
- (21) Waiver of Access (if required by the conditions of the preliminary approval). As applicable, a waiver by the owner of direct access to any street from any property.
- (22) Roads Not Dedicated (if applicable). A statement or other clear indication by the owner if any street is not to be dedicated to the public.
- (23) Health Officer (for formal plats only). A statement by the city of Edmonds health officer [Snohomish County Health District] certifying that the proposed means of sewage disposal and water supply are adequate.
- (24) City signature blocks:
 - a. Director of Public Works
 - i. A statement approving the survey date, the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water system and other structures;
 - ii. A statement recommending approval of the final plat of a formal subdivision to the city council, or approving the final plat of a short subdivision.
 - b. Development Services Director
 - i. A statement that the final plat conforms to the approved preliminary plat and all conditions of the preliminary approval;
 - ii. A statement recommending approval of the final plat of a formal subdivision to the city council or approving the final plat of a short subdivision.
- (25) City Approval. A statement to be signed by the mayor and city clerk that the city council has approved the final plat of a formal subdivision or a short subdivision with a dedication.
- (26) Taxes. A statement to be signed by the county treasurer that all taxes and delinquent assessments for which the land to be divided may be liable as of the date of the signing of the statement have been paid.

REVIEW PROCESS

An application for a final short subdivision is a Type I decision while a final formal plat is a Type IV-A decision pursuant to ECDC 20.01. Dedication of any interest in property contained in an approval of the short subdivision shall be forwarded to the city council for formal acceptance on its consent agent; provided, however, that such acceptance shall not stay any approval, time period for appeal or the effective date of the short subdivision. A notice of decision shall be issued by the Development Services Director in accordance with ECDC 20.06.009.

APPEAL PROCESS

Final short subdivision decisions may be appealed as a Type II decision to the Hearing Examiner according to ECDC 20.07. Final formal plat decisions are subject to land use petition in Snohomish County superior court pursuant to ECDC 20.07.006.

RECORDING

The city clerk must file the final plat or short plat for record with the county auditor, and arrange for a reproducible copy to be sent to the public works department and the applicant and a paper copy to be sent to the county assessor and the development services department. The plat or short plat shall not be considered “approved” until it is filed with the county auditor.

**It should be noted that applicable taxes must be paid to the County Treasurer’s Office before the Auditor will accept a final plat or final short plat. For more information, contact the Snohomish County Treasurer’s Office.

Note: This information should not be used as a substitute for City codes and regulations. The Edmonds Community Development Code (ECDC) may be viewed at www.edmondswa.gov. The applicant is responsible for ensuring compliance with the fees and regulations that are applicable at the time of submittal. If you have a specific question about a certain aspect of your project, please contact the Planning Division at 121 Fifth Avenue North, (425) 771-0220. Please note that other local, state, and/or federal permits or approvals may be required.

FINAL SUBDIVISION PLANS SUBMITTAL FORM

Planning Permit #: _____

Project Name: _____ Address: _____

Owner Name: _____ Project Description: _____

CONTACT INFORMATION:

Name: _____ Phone # () _____

Company: _____ Cell Phone # () _____

Address: _____ Fax # () _____

City: _____ St: _____ Zip: _____ Email: _____

*****FOR OFFICIAL USE ONLY*****

NEW SUBMITTAL

RESUBMITTAL

DATE SUBMITTED: _____

DOCUMENTS RECEIVED:

2 copies of Final Plans Title Report (prepared within 30 days of submittal)

1 copy of Civil As-Builts (if civil improvements were conducted)

Other Documents: _____

Review Assigned To: _____
(Planning and Engineering Divisions)

Target Due Date: _____

COMMENTS & NOTES:
