

12835 Newcastle Way, Suite 200, Newcastle, WA 98056 www.newcastlewa.gov

# **FINAL PLAT** SUPPLEMENTAL APPLICATION FORM

Final Plats

## A final plat is defined as, “the final drawing of the subdivision and dedication prepared for filing of

## record with the County auditor, and containing all elements and requirements set forth in

## chapter 58.17 RCW and (Title 20)”. ([NMC 20.01.020](https://newcastle.civicweb.net/filepro/documents/36850?preview=40351))

## How to Submit

Electronic submittals are strongly suggested. Applicant must follow the City’s [electronic document submittal requirements](http://newcastlewa.gov/UserFiles/Servers/Server_4026035/File/Departments/Community%20Dev/New%20Applications%20and%20Handouts/ElectronicDocumentSubmittalRequirements_20190125.pdf) found on the City’s website. An application may be returned if all requirements are not followed.

**Questions?** Email [permit@newcastlwa.gov](mailto:permit@newcastlwa.gov)

**Project Information**

Permit Number and/or Associated Permit Numbers (if known):Click here to enter text.

Project Name: Click here to enter text.

Parcel Number(s):Click here to enter text.

**Applicant’s Submittal Requirement Checklist and Descriptions**On the following pages you will find descriptions of the required items

| Applicant: Please check the box for Yes, No, or N/A in the column to the left of the Requirement Description | | | |
| --- | --- | --- | --- |
| Yes | No | N/A | Requirement Description |
| **GENERAL QUESTIONS** | | | |
| Does the final plat submittal reflect the entire site to be platted or an approved phase of the platted site (check appropriate box)?  Entire platted site  Approved phase of platted site | | | |
|  |  |  | **Associated Applications:**  Is the final plat associated with a Planned Unit Development? If yes, please check the appropriate box:  A final PUD was approved with the preliminary plat; or  An application for final PUD is submitted with this final plat application; or  Final PUD has not been approved and an application is not being submitted at this time. [Note: Lack of final PUD approval may be cause for denying final plat approval] |
|  |  |  | **Conformance with Preliminary Plat:** Does the final plat reflect the format, design and layout of the approved preliminary plat map, including any conditions of preliminary plat approval?  **If no**, please describe all differences between the proposed final plat map and the approved preliminary plat map: Click here to enter text. |
|  |  |  | **Installation of Improvements:** Have all improvements as required by the preliminary plat approval and by the Engineering Review Permit (ERP) been installed and inspected (or bonded for)? |
|  |  |  | **Corner Staking & Survey**: Has a registered land surveyor staked the corners of each proposed lot on the ground, and does the submitted proposed plat of survey reflect those corner markers? |
|  |  |  | **Confirmation of Ownership:** Does the title report submitted with this application confirm that the title of the lands as described and shown on the proposed plat are in the name of the applicant, or in the name of the owner whom the applicant represents? |
| **REQUIRED REPORTS** | | | |
| **Title Report** | | | |
|  |  |  | Have you included with this application a title report dated by the title company within thirty (30) days of the date of submitting this application? |
|  |  |  | Does the title report confirm that the title of the lands as described and shown on the proposed plat are in the name of the applicant, or in the name of the owner whom the applicant represents? |

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUIRED PLANS** | | | |
| **Final Plat of Survey / Final Plat Map** | | | |
|  |  |  | This application requires a separate drawing of the proposed plat of survey, drawn on one or more sheets, drawn to a preferable scale of 1” = 20’, but not less than one inch equal to 100 feet, on sheet size(s) of 18 inches by 24 inches with a one-half inch border on the top, bottom and right-hand margins and a two-and one-half inch border on the left-hand or binding margin, with North indicated. Is the preliminary plat of survey, prepared by a licensed surveyor, as described submitted with this application? |
|  |  |  | *The plat of survey should include the following information:* |
|  |  |  | The lines and names of all streets and other public ways, pedestrian/bike path connections, parks, playgrounds, and easements *intended to be dedicated for public* use and/or common areas granted for use of inhabitants of the subdivision (medium line weight) |
|  |  |  | The lines and names of all existing or platted streets or other public ways, pedestrian/bike connections, parks, playgrounds, and easements *adjacent to the subdivision*, including municipal boundaries, township lines and section lines (fine line weight) |
|  |  |  | The lengths and bearings of all straight lines, curve radii, curve delta, arcs, and semi-tangents (where appropriate) of all curves (medium line weight) |
|  |  |  | All bearings and dimensions along the lines of each lot together with any other data necessary for the location of any lot lines in the field. All bearings shall be referenced to the Washington Coordinate System, WM Zone (medium line weight) |
|  |  |  | All easements and associated restrictions and maintenance provisions (medium line weight) |
|  |  |  | Building setbacks (fine line weight) |
|  |  |  | Tracts or areas set aside for environmental protection, tree retention, community open space, common access or any other restricted use with associated restrictions and maintenance provisions clearly defined (heavy line weight for tract lines; medium weight for area lines and text) |
|  |  |  | The area of all lots and tracts expressed in square feet (medium line weight) |
|  |  |  | Suitable primary control points, approved by the City Engineer, on descriptions and ties to such control points, to which all dimensions, angles, bearings, and similar data given on the plat shall be referred |
|  |  |  | The location of all permanent monuments |
|  |  |  | The names of all subdivisions immediately adjacent thereto (fine line weight) |
|  |  |  | The date, north arrow, scale, datum plane, and date of survey |
|  |  |  | The boundary of the tract (heavy line weight) with the courses and distances marked thereon as determined by a field survey made by a registered land surveyor of the state (medium line weight) |
|  |  |  | A vicinity sketch map of approximately 800 feet to the inch |
|  |  |  | Street names (fine line weight) |
|  |  |  | The stamp and signature of a surveyor licensed in the State of Washington. |
|  |  |  | Dimensional Requirements. All linear dimensions shall be given in feet and decimals of a foot to the nearest hundredth |
|  |  |  | If the plat constitutes a re-plat, the lots, blocks, streets, etc., of the original plat shall be shown by dotted lines in their proper positions relative to the new arrangement of the plat, the new plat being clearly shown in solid lines so as to avoid ambiguity. |
|  |  |  | **Easements:** Are there any proposed easements on the plat? |
|  |  |  | If yes, does the plat map include easement language in the form described in Appendix A of this application form? |
|  |  |  | **Road Dedicated to the Public:** Are there any roads within the plat that will be dedicated to the public? |
|  |  |  | If yes, does the plat map include the dedication certificate in the form described in Appendix A of this application form? |
|  |  |  | **Other Certificates on Plat Map:** Does the plat map include certificate blocks for (a) the surveyor, (b) the City Mayor, (c) the City Engineer, (d) the City Community Development Director, (e) the County Finance Division, and (f) the County Recorder, in the forms described in Appendix A of this application form? |
|  |  |  | **Corner Staking & Survey:** Has a registered land surveyor staked the corners of the lot or tract to be platted, and does the submitted proposed subdivision plat reflect those corner markers? |
| **OTHER REQUIREMENTS** | | | |
| **Required Cost Information** | | | |
|  |  |  | Will public facilities be constructed prior to the final plat? If the Public Facilities required by the preliminary plat will not be constructed prior to final plat (as allowed by a bond or other security with a Subdivision Improvement Agreement, pursuant to chapter 20.06), the subdivider’s engineer shall provide cost information for construction and installation of all Public Facilities per 20.07.040(E). |
|  |  |  |  |
| **Common Areas and Maintenance (CC&R’s)** | | | |
|  |  |  | Are there any lots, tracts, structures or improvements that are to be owned in common by all owners within the plat? |
|  |  |  | If yes, please submit with this application the Covenants, Conditions and Restrictions (CC&R’s) that establish an owner’s association including its bylaws, that define the maintenance responsibilities of the owner’s association for all common tracts, structures and/or improvements, and that permit the collection of fees (dues) for the purpose of funding the activities of the owner’s association relating to the maintenance and/or replacement of all common landscaping, structures and improvements. Have draft CC&R’s as described been submitted with this application? |
| **Certificate of Consent and Dedication** | | | |
|  |  |  | Have you provided with this application a certificate of consent and dedication stating that the short subdivision has been made with the free consent and in accordance with the desires of the owners? |
|  |  |  | If yes, has the certificate of consent and dedication been signed and acknowledged before a notary public by all parties having any interest in the lands subdivided? |
|  |  |  | The certificate of consent and dedication is provided (check one):  On the face of the plat.  On a separate written instrument. |
|  |  |  | Does the short subdivision include any dedications of streets, roads or other areas to the public, religious societies or to any corporation, public or private? |
|  |  |  | If yes, is the dedication included and described in the Certificate of Consent and Dedication, and does it include a waiver of all claims for damages against any governmental authority that may be occasioned to the adjacent land by the established construction, drainage and maintenance of any road(s). |

**Overview of Submittal Requirements**

Did you remember all of the following documents?

|  |  |
| --- | --- |
| Included? | Requirement Description |
|  | [Master Land Use Application](http://newcastlewa.gov/UserFiles/Servers/Server_4026035/File/Departments/Community%20Dev/New%20Applications%20and%20Handouts/2019/Master%20Land%20Use%20Application.pdf) |
|  | Final Plat of Survey Map |
|  | Conditions, Covenants and Restrictions (CC&R’s) |
|  | Title Report |
|  | Other (please list): Click here to enter text. |

**Applicant’s Statement**

I, Click here to enter first and last name. hereby affirm, under penalty of perjury, that I am the applicant of this proposal and that the property(ies) affected by this application, including any easements, is (are) under my exclusive ownership, or that this application has been submitted with the consent of all owners of the affected property(ies), including any easements. I further hereby affirm that the foregoing statements and answers are in all respects true and correct as to my understanding and belief as to those matters.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click here to enter a date.

Appendix A

Certificates, Dedication & Easements

(See RCW 58.17.160)

1. **Dedication of Roads to Public:** Roads 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 said donee, grantee or grantees, for his, her or their use for the purpose intended by the grantors or donors. The following certificate shall be included on the face of the plat:

Know All Men by these Presents that we, the undersigned owners in the fee simple or contract purchaser and mortgage holder of the land hereby platted, hereby declare this plat and dedicate to the use of the public forever all streets and avenues shown thereon and use thereof for all public purposes not inconsistent with the use thereof for public highway purposes; also the right to make all necessary slopes for cuts and fills upon the lots and blocks shown on this plat in the original reasonable grading of the streets and avenues shown hereon. The undersigned owners hereby waive all claims for damages against any governmental authority that may be occasioned to the adjacent land by the established construction, drainage and maintenance of said road. This subdivision has been made with our free consent and in accordance with our desires.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

[Signature blocks and Notary Certificate to follow. The forms for notary certificates are set forth in RCW 42.44.100].

1. **Surveyor’s Certificate.**

I hereby certify that the short plat for \_\_\_\_\_\_ is based upon a complete and actual survey and division of Section \_\_, Township \_\_\_, Range \_\_\_, East W.M.; that the courses and distances are shown correctly thereon, that the monuments have been set and the lot and block corners staked correctly on the ground; that this is a true and correct representation of the lands actually surveyed and that I have fully complied with the provisions of the statutes and platting regulations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. **City Engineer’s Approval.**

I hereby certify that this short plat is consistent with all applicable City improvement standards and requirements in force on the date of short plat approval. I have approved this short plat as to the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems and other structures. Examined and approved by me this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Engineer, City of Newcastle

4. **Community Development Director’s Approval.**

This short plat complies with all requirements of Title 17 of the Newcastle Municipal Code and all required improvements associated with this short subdivision have been installed or otherwise secured through a bond or other security acceptable to the City. Examined and approved by me this \_\_\_\_ day of \_\_\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Development Director, City of Newcastle

5. **County Finance Division Approval.**

This is to certify that all taxes heretofore levied and which has become a lien upon the lands herein described, have been fully paid and discharged, and that there are no delinquent special assessments certified to this office for collection on any of the property herein containing streets, alleys, or for any other public use, according to the records of my office, up to and including the year \_\_\_\_.

Executed this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 202\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative Finance, King County

6. **County Recorder.**

Filed at the request of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this day of \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_ 20\_\_\_\_, and recorded in Volume \_\_\_ of Plats, page(s) \_\_\_\_\_\_, Records of \_\_\_\_\_\_\_\_\_\_ County, Washington.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County Recorder, King County

1. **Easements** (Sample Utility Easement)**.**

An easement is reserved for and granted to (the names of all the utilities, public and private, serving the area) and their respective successors and assigns under and upon the exterior ten (10) feet of front boundary lines of all lots and tracts, in which to install, lay, construct, renew, operate, maintain and remove utility systems, lines, fixtures and appurtenances attached thereto, for the purpose of providing utility services to the subdivision and other property, together with the right to enter upon the lots and tracts at all times for the purposes stated, with the understanding that any grantee shall be responsible for all unnecessary damage it causes to any real property owner in the subdivision by exercise of rights and privileges herein granted.

1. **Restrictions for Critical Areas, Tracts, and Buffers** (Example, If applicable)

Dedication of a Critical Area Tract/Critical Area and Buffer [choose what applies] conveys to the Public a beneficial interest in the land within the tract. This interest includes the preservation of native vegetation for all purposes that benefit the public health, safety and welfare, including control of surface water and erosion, maintenance of slope stability, and protection of plant and animal habitat. The Critical Area Tract/Critical Area and Buffers [choose what applies] imposes upon all present and future owners and occupiers of the land subject of the Tract/Critical Area and Buffer [choose what applies] the obligation enforceable on behalf of the Public by the City of Newcastle, to leave undisturbed all trees and other vegetation within the Tract/Critical Area and Buffers [choose what applies]. The vegetation within the Tract/Critical Area and Buffers shall not be cut, pruned, topped, covered by fill, removed or damaged without approval in writing from the City of Newcastle or its successor agency, unless otherwise provided by law. The required Critical Area Fencing and signage shall remain in place and not removed, destroyed, or defaced by the abutting property owners.

Tract [insert name of tract] is hereby granted and conveyed, together with all maintenance obligations for said tract to the [insert: Home Owners Association, Trust, Lot Owners (number lots)] upon the recording of this plat. All conveyances of land within this plot include equally shared interest in said tract.