



## Final Plat and Final Short Plat Review

A final plat or final short plat review is required for final approval of a subdivision or short subdivision that has already received preliminary and engineering plan or site development approval. Mylars should not be submitted until requested by the city staff.

In addition to information required at the time of preliminary approval the applicant must demonstrate on the final plat or final short plat the following additional information:

1. Subdivision name.
2. Plat and short plat locations by section/township/range and scale.
3. Delineation boundary of plat or short plat, name of streets as approved by the city engineer and exact locations/widths, true courses and distances to nearest established street lines, municipal, township, city or section lines tied to the lines of subdivision by distance and course, address ranges as designated by the City, radii, internal angles, points of curvature, tangent bearings and length of all areas, square footage of lots and tracts, lot and block numbers with dimensions in feet and hundredths, accurate location of all monuments, meander lines or reference lines along bodies of water established above the high water line, accurate outlines and legal descriptions of dedications and easements, building setbacks lines, and all requirements of the King County health department applicable to the property.
4. Plat or short plat restrictions.
5. Notarized signatures of ownership and security interests in the property.
6. Certificates and Conditions of approval (including: legal descriptions for public dedications and restrictions, certification by surveyor).
7. Signature blocks for city and county officials and property owners.

Applications for final plats or final short plats will not be accepted until the application has met the requirements of Sammamish Municipal Code (SMC) 19A.16.040. An applicant must demonstrate that they have met the requirements of SMC 19A.16.040 by submitting a signed Public Works Inspection Certificate.

Final plats are placed on City Council calendar a minimum of two weeks before approval by resolution.

Full paper copies of plat documents must be turned in at the time of application and whenever revisions are proposed.

## Applicant Information

Name: \_\_\_\_\_ Owner Name (if different): \_\_\_\_\_  
E-mail: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Property Information

Property Address: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_  
Total Square Feet: \_\_\_\_\_ Development Name: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Critical Areas on or near property: \_\_\_\_\_  
Preliminary Subdivision Application Number: \_\_\_\_\_

## Required Documents

### Submittal Instructions

- If applying in person, applicants must [schedule an intake appointment](#).
- If applying in person, one paper copy of each document is required, including a signed version of this cover sheet, unless otherwise stated.
- A PDF of each document is required at time of submittal on a USB drive. Please label files as follows: ProjectType\_DocumentType (for example: FSUB/FSHP\_ProjectNarrative).

### Submittal Documents

- [Acceptance of Financial Responsibility / Affidavit of Applicant Status](#)
- [Applicant Declaration for Assessment and Collection of Impact Fees](#) (for projects submitted for preliminary approval after July 27, 2016, pursuant to Ordinance 2016-412)
- Bond Quantities Worksheet
- Calculations, Lot Closures & Lot Summary
- Certificate of Landscape Installation
- Condition Compliance Matrix (include a line item explanation of compliance for each preliminary condition of approval demonstrating that it has been completed)
- Declarations of Covenants, Conditions & Restrictions
- Deeds & Covenants
- [Developer Contribution Summary](#)
- Draft Easements
- King County Health Department Septic Approval (if required)
- Legal Description
- Plan Set (3 copies; see page 1 for requirements)
- Project Narrative
- [Public Works Inspection Certificate](#)
- Signed Application Form
- [Stormwater Facility Information Form](#)
- Stormwater LID Educational Materials (only required for projects vested to the 2016 King County Surface Water Design Manual)
- Title Report (<30 days old)
- [Tree Retention Compliance Document](#)
- Water & Sewer District Final Approval

## Fees

Type 2 Land Use Application Counter Service Intake Fee (Short Subdivisions)	\$272
Type 3 Land Use Application Counter Service Intake Fee (Subdivisions)	\$408
Preliminary Review Deposit (If No Preliminary Final Plat Review)	\$3,400
Preliminary Review Deposit (If Preliminary Final Plat Review Completed)	\$2,040

The listed fees are initial deposit amounts based on hourly rate. If the initial deposits have been exhausted before the project is completed an additional deposit will be required in the amount estimate by the Community Development Department round to the nearest 10-hour increment.

## Signatures

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge and I acknowledge that willful misrepresentation of information will terminate this permit application. I have read this application in its entirety and understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed in accordance with Chapter 20.05 SMC, except that a public hearing is not required unless requested by a person receiving notice within 14 days of receipt of the notice.

**Applicant, Representative, and/or Owner Signature:**

**Date:**

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