



Public Works Department
14525 Main Street NE
P.O. BOX 1300
Duvall, WA 98019

FINAL PLAT SUBMITTAL CHECKLIST FOR SUBDIVISION APPLICATIONS

Development: _____ **Permit Number:** _____
 Developer: _____ **Date:** _____

When completing the checklist, please check the appropriate box, N/A – Not Applicable; App – Included in the Application; Staff. Please note that all items are required unless they are not applicable. The following items must all be received by the City prior to routing for review and approval of Final Plat.

1st Submittal

(City to Route to Consultants and Departments)

Due	N/A		Date Received
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat Application	_____
<input type="checkbox"/>	<input type="checkbox"/>	Billing Memo (to be supplied by City to applicant prior to submittal)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Planning Department Requirements Checklist (contact Planning for details)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat Application Fee (Type V Permit)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat (3 paper copies, PDF, all tracts to be "Granted and Conveyed") <i>City recommends that the surveyor send advance .pdf copies to King County Recorder's Office prior to signature and recording for review.</i>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Title Report (3 paper copies, PDF - less than 90 days old)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Computer Generated Lot Closures (3 paper copies, PDF)	_____
<input type="checkbox"/>	<input type="checkbox"/>	As-Builts (2 paper copies). Strikethrough & replace all storm, sewer, road, water, landscape, and irrigation elevations, locations, and dimensions. Include storm drainage facility volume and function verification/certification. <i>Provide mylar & electronic drawings and data tables following City approval.</i>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bond Quantity Worksheet, current, updated, & signed (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bill of Sale – Water (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bill of Sale – Sewer (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bill of Sale – Storm (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bill of Sale – ROW (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Conditions of Plat Approval with each item addressed (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Copy of CC&Rs and HOA Articles of Incorporation (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Copy of required Department of Health forms for water system (1 copy)	_____

Other Requirements prior to scheduling City Council

Due	NA		Date Received
<input type="checkbox"/>	<input type="checkbox"/>	Performance Bond /assign. of savings for remaining work (PW/Planning)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance Bond/assign. of savings for completed work (PW/Planning)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Duvall Recovery Contract, if required	_____
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat Review Fees as determined by City Engineer	_____
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat Inspection Punchlist Completed	_____
<input type="checkbox"/>	<input type="checkbox"/>	For Tracts conveyed to the HOA include the following language: TRACT XXX IS GRANTED AND CONVEYED TO THE XXXXXX HOA	
		For Tracts conveyed to multiple lots include the following language: AN EQUAL AND UNDIVIDED INTEREST IN TRACT XXX IS GRANTED AND CONVEYED TO LOTS YYY – ZZZ.	
		<i>City recommends that the surveyor send advance copies (PDF's) to King County Recorder's Office prior to signature and recording for review.</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Other Required Items: Electronic as-built files associated with development (CAD, GIS, etc.)	_____

Items to appear on Plat Recording (per RCW 58.17):

Due	NA	
<input type="checkbox"/>	<input type="checkbox"/>	1. Name of Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	2. The name and registration of the Surveyor preparing the Plat
<input type="checkbox"/>	<input type="checkbox"/>	3. Source of title, giving deed record book and page number
<input type="checkbox"/>	<input type="checkbox"/>	4. Date of drawing, north arrow, and graphic scale
<input type="checkbox"/>	<input type="checkbox"/>	5. Location of tract by legal description, giving total acreage
<input type="checkbox"/>	<input type="checkbox"/>	6. Key map when more than one sheet is required to present the plan
<input type="checkbox"/>	<input type="checkbox"/>	7. True courses and distances to the two (2) nearest established section corners, benchmarks, or other recognized permanent monuments which shall accurately describe the locations of the plat
<input type="checkbox"/>	<input type="checkbox"/>	8. Accurate location and description of all monuments plus size and material of which the monuments are constructed
<input type="checkbox"/>	<input type="checkbox"/>	9. Exact boundary lines of the tract indicated by a heavy line or other acceptable control traverse, giving dimensions to the nearest one-tenth (1/10) foot, and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed one (1) to five thousand (5,000)
<input type="checkbox"/>	<input type="checkbox"/>	10. Municipal, county, and section line locations accurately tied to the lines of the subdivision by distances and angles
<input type="checkbox"/>	<input type="checkbox"/>	11. Street, alley, and other right-of-way lines, including location, width, and names of streets
<input type="checkbox"/>	<input type="checkbox"/>	12. The location or designation of all streets, alleys, parks, and other areas intended to be dedicated or deeded to the public use, with proper dimensions
<input type="checkbox"/>	<input type="checkbox"/>	13. Street center lines showing angles of deflection, angles of intersection, radii, length of tangents and arcs, degree of curvature, and all required curve data
<input type="checkbox"/>	<input type="checkbox"/>	14. Lot lines with dimensions to the nearest one-tenth (1/10) foot, necessary internal angles, arcs and chords, and radii of rounded corners
<input type="checkbox"/>	<input type="checkbox"/>	15. Dimension and location of all setback lines and lot and block numbers
<input type="checkbox"/>	<input type="checkbox"/>	16. Easements and public service or utility right-of-way lines, giving dimensions, locations, and purpose
<input type="checkbox"/>	<input type="checkbox"/>	17. Accurate outlines and descriptions of any areas to be dedicated or reserved for public use or acquisition, with the purposes indicated thereon; and of any areas to be reserved by deed covenant for common use by all property owners
<input type="checkbox"/>	<input type="checkbox"/>	24. Four (4) elements of all circular curves shall be shown (radius, arc length, chord bearing and cord length)
<input type="checkbox"/>	<input type="checkbox"/>	25. All public and private rights-of-way or easements which are known or observed adjoining or crossing the land surveyed.

Items to appear on Plat Recording (per RCW 58.17):

Due	NA	
<input type="checkbox"/>	<input type="checkbox"/>	18. Certificate of Surveying
<input type="checkbox"/>	<input type="checkbox"/>	19. Certificate of Engineering Accuracy
<input type="checkbox"/>	<input type="checkbox"/>	20. Certificate of Ownership
<input type="checkbox"/>	<input type="checkbox"/>	21. Certificate of Final Plat Approval
<input type="checkbox"/>	<input type="checkbox"/>	22. Certificate of Recording
<input type="checkbox"/>	<input type="checkbox"/>	23. Space for the approval of the City Engineer, City Council, City Community Development Director, City Finance Director, King County Assessor, King County Treasury Manager

FINAL PLAT SUBMITTAL CHECKLIST FOR SUBDIVISION APPLICATION

I acknowledge that plans or documents missing any of the required information will be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process or prior to plat recordation.

Applicant's Signature

Date