



DEPARTMENT OF COMMUNITY DEVELOPMENT
33325 8th Avenue South
Federal Way, WA 98003
253-835-2607; Fax 253-835-2609
www.cityoffederalway.com

FINAL PLAT SUBMITTAL REQUIREMENTS

PURPOSE

A final plat approval is required at the end of the subdivision review process. A preliminary plat should have been submitted previously to the Department of Community Development and returned to the applicant with conditions that must be fulfilled to comply with the *Federal Way Revised Code* (FWRC). The final plat submittal is a revised version of the preliminary plat that accounts for the conditions set forth by the Department of Community Development. The final plat is what is recorded with King County.

APPROVAL

Final plats will be approved or returned to the applicant within 30 days from the date of filing a complete application, unless the applicant consents to an extension of such time period.

Prior to the approval of a final plat, all surveying and monumentation must be complete. All other required improvements must be substantially completed. Remaining uncompleted improvements may consist of sidewalks, street lighting, landscaping, or similar sight improvements as determined by the Department of Community Development.

Following approval of the construction of required improvements, and/or appropriate bonding, the Director of Community Development shall forward the final plat to the City Council for approval. The City Council shall make written findings that the final plat is in conformance to the preliminary plat and is in conformity with applicable zoning ordinances or other land use controls; all conditions of the Hearing Examiner and/or City Council, and that the public use and interest will be served by the subdivision.

RECORDING

The applicant is responsible for completing all recording activities, including all fees for recording the final plat and documents. A conformed copy of the final plat shall be returned to the city immediately after recording. Two paper copies are filed with the County Assessor's Office.

Any lots within a final plat filed for record shall be valid land use notwithstanding any change in zoning laws for a period of five years from the date of filing. A subdivision shall be governed by the terms of approval of the final plat, and the statutes, ordinances, and regulations in effect at the time of approval for a period of five years after approval. This can change if a legislative body finds that a change in conditions creates a serious threat to the public health or safety in the subdivision.

HOW TO APPLY

The applicant (owner or owner's appointed agent) files a complete application with the Community Development Department using the Master Land Use Application form, which can be obtained at our office or on the city's website (www.cityoffederalway.com).

All application materials must be submitted electronically. Please visit our website at <https://www.cityoffederalway.com/node/4588> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review.

A complete application is required before the city can proceed with technical analysis and make an informed decision on your application. Following is a list of materials that must be submitted with your application. Please do not turn in your application until all items on the list that apply to your proposal have been included. Incomplete applications or improperly named/formatted documents will not be accepted. Consult with the Community Development Department's Permit Center (253-835-2607, or permitcenter@cityoffederalway.com) if you have a question. All application materials become public information.

FINAL PLAT SUBMITTAL REQUIREMENTS

Project Name: _____

Project Description: _____

Applicant/Agent: _____

File No(s): _____

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Completed <i>Master Land Use Application</i> form, including signatures of persons with ownership interest in the property. Agent authorization is required if application is not signed by owners of all subject parcels.
<input type="checkbox"/>	<input type="checkbox"/>	Application fees.
<input type="checkbox"/>	<input type="checkbox"/>	Copy of any deeds, covenants, conditions, or restrictions, together with a copy of the documents which establish and govern any homeowners' association which may be required
<input type="checkbox"/>	<input type="checkbox"/>	Statement of approval from the Director of Public Works as to the survey data, layout of streets, alleys, and other rights-of-way, bridges, and other structures.
<input type="checkbox"/>	<input type="checkbox"/>	Statement of approval from the City of Tacoma Public Utilities Department and Lakehaven Utility District as to the water system.
<input type="checkbox"/>	<input type="checkbox"/>	Where appropriate, a statement of approval from the county department of public health as to the on-site sewage control system.
<input type="checkbox"/>	<input type="checkbox"/>	Complete survey of the section or sections in which the plat is located, or as much thereof as may be necessary to properly orient the plat within such section or sections.
<input type="checkbox"/>	<input type="checkbox"/>	Certification from the proper officer, or officers in charge of tax collections, 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.
<input type="checkbox"/>	<input type="checkbox"/>	Notarized certificate stating that the subdivision has been made with the free consent, and in accordance with the desires of the owner or owners.
<input type="checkbox"/>	<input type="checkbox"/>	Lot closure calculations (with surveyor's seal) of the existing and proposed lots.
<input type="checkbox"/>	<input type="checkbox"/>	Current (within 30 days) title company certification of the following:
		<ul style="list-style-type: none"> a. The legal description of the total parcel sought to be subdivided. b. Those individuals or corporations holding an ownership interest in such parcel. c. Any lands to be dedicated are in the names of the owners whose signatures appear on the dedication certificate. d. Any easements or restrictions affecting the property to be subdivided with a description of purpose and referenced by auditors file number and/or recording number. e. Whenever a survey of a proposed subdivision reveals a discrepancy (such as a boundary hiatus, an overlapping boundary, or a physical appurtenance), which indicates encroachment, lines of possession, or conflict of title, the discrepancy shall be noted on the face of the final plat and shall also be disclosed in a title report prepared by a title insurer and issued after the filing of the final plat.

Required Submitted

Required	Submitted	Final Plat Drawing
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • The drawings shall be drawn to scale of 1" = 100' or larger (1:50 is preferred) • Minimum plan sheet size shall be 18 x 24 inches. • All signatures on the final plat drawing shall be in reproducible black ink. • Name of plat. • Location by section, township, range, and/or other legal description. • The name and seal of the registered land surveyor responsible for preparation of the plat, and a certification on the plat by the surveyor to the effect that it is a true and correct representation of the land actually surveyed by him or her, that the existing monuments shown thereon exist as located, and that all dimensional and geodetic details are correct. • The scale, shown numerically and graphically, meridian and north point. The scale of the final plat shall be determined by the Department of Public Works in order that all distances, bearings, and other data can be clearly shown. • The boundary line of the plat, based on an accurate traverse, with angular and linear dimensions. • Exact location, width, number, or name of all streets, alleys, and walks within and adjoining the plat, and all easements and dedications for rights-of-way provided for public services or utilities. • True courses and distances to the nearest established street lines or official monuments which shall accurately locate the plat. • Building setback lines if in a cluster subdivision. • Municipal, township, county, or section lines accurately tied to the lines of the plat by distances and courses. • Radii, internal angles, points of curvature, tangent bearings, and lengths of all arcs. • All lot and block numbers and lines, with accurate dimensions in feet and hundredths of feet. Blocks in numbered additions to subdivisions bearing the same name may be numbered or lettered consecutively through the several additions. • All lots must be provided with mailing addresses by the building official. Said addresses must be provided on the face of the final plat. • Accurate locations of all monuments. One such monument shall be located at each street intersection, point of curvature, and at location to complete a continuous line of sight, and at such other locations as required by the provisions of RCW 58.17.240 and by the Department of Public Works. • All plat meander lines or reference lines along bodies of water shall be established above, but not farther than 20 feet from the high-water line of such water. • Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon and in the dedication; and/or any area to be reserved by deed covenant for common uses of all property owners. • If a plat is subject to a dedication, dedication language shall be included on the face of the plat. Said dedication shall be signed and acknowledged before a notary public by all parties having an ownership interest in the lands subdivided and recorded as part of the final plat. Roads not 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 or donees, grantee or grantees for his, her, or their use for the purpose intended by the donor or grantors as aforesaid. • A full and correct legal description of the property platted. • Restrictions or conditions on the lots or tracts as required by the Hearing Examiner or City Council. • A drainage release releasing the city for claims for injury or damage resulting from the storm drainage system to be installed and indemnify the city from claims brought

	<p>by downstream owners based on the operation, failure to operate, improper design, or improper construction.</p> <ul style="list-style-type: none"> • Additional pertinent information as required by the Director of Public Works or the Director of Community Development.
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Information for Buildable Lands Calculation
(Please provide this information in tabular form on the face of the plat.)

Category	#Acres
<i>Gross Plat Area</i> – Acreage of the site to be platted prior to any dedications or set-asides.	
<i>Critical Areas</i> – Acreage precluded from development due to wetlands and buffers; streams and buffers; regulated lakes and buffers; shoreline setbacks; flood hazard areas; erosion hazard areas; and landslide hazard areas.	
<i>Rights-of-Way</i> – Acreage dedicated for public rights-of-way (both newly created streets and expansions of existing streets); private access tracts or easements; alleys.	
<i>Public Purpose</i> – Acreage of site to be used for retention/detention/drainage facilities; open space and parks; or other on-site public facilities. Do not include public utilities easements or landscaping.	
<i>Net Plat Area</i> – Gross plat area minus critical areas, rights-of-way, and public purpose. In most cases, this will be the sum of the areas of the house lots.	

<p>Note:</p> <ul style="list-style-type: none"> • One set of reproducible drawings (paper or mylar) will be required after the final plat is approved, prior to signing and recording. The applicant is responsible for making two paper copies once the short plat is signed (Assessor’s and conformed copies).
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