



Final Plat Submittal Requirements

PURPOSE

The submittal of a final plat is the sixth step in the subdivision application 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.

SUBMISSION

A Master Land Use Application, fees, a set of reproducible mylar drawings, and six sets of blue-line copies thereof, shall be submitted to the department, together with additional information and documentation as required in FWRC 18.40.020. The drawings shall be routed to the appropriate departments and agencies for review. If the final plat is found to be incomplete or contain inaccurate information, the department shall return the mylar to the owner or his or her representative for correction.

All final plats shall contain the following information:

- 1) Name of plat.
- 2) Location by section, township, range, and/or other legal description.
- 3) 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.
- 4) 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.
- 5) The boundary line of the plat, based on an accurate traverse, with angular and linear dimensions.
- 6) 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.
- 7) True courses and distances to the nearest established street lines or official monuments which shall accurately locate the plat.

- 8) Building setback lines if in a cluster subdivision.
- 9) Municipal, township, county, or section lines accurately tied to the lines of the plat by distances and courses.
- 10) Radii, internal angles, points of curvature, tangent bearings, and lengths of all arcs.
- 11) 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.
- 12) All lots must be provided with mailing addresses by the building official. Said addresses must be provided on the face of the final plat.
- 13) 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.
- 14) 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.
- 15) 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.
- 16) 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.
- 17) A full and correct legal description of the property platted.
- 18) Restrictions or conditions on the lots or tracts in the plat required by the Hearing Examiner or City Council.
- 19) All signatures on the final plat mylar shall be in reproducible black ink.
- 20) Additional pertinent information as required by the Director of Public Works or the Director of Community Development.
- 21) 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 by downstream owners based on the operation, failure to operate, improper design, or improper construction.

In addition to the above requirements, the final plat shall be accompanied by the following information:

- 1) A 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.
- 2) A 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.
- 3) A statement of approval from the City of Tacoma Public Utilities Department and Lakehaven Utility District as to the water system.
- 4) A statement of approval from the Lakehaven Utility District as to the sanitary sewer system.
- 5) Where appropriate, a statement of approval from the county department of public health as to the on-site sewage control system.
- 6) A 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.
- 7) A 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.
- 8) A notarized certificate stating that the subdivision has been made with the free consent, and in accordance with the desires of the owner or owners.
- 9) A current title company certification of:
 - 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.
 - c. 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. The applicant for the plat shall file the title report with the Department of Community Development. The applicant shall be responsible for obtaining and paying for the title report.

APPROVAL

Final plats will be approved, disapproved, 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 city is responsible for completing all recording activities. All fees for recording final plats and documents are to be paid by the applicant. A conformed copy of the final plat shall be returned to the applicant. One paper copy is filed with the County Assessor.

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.