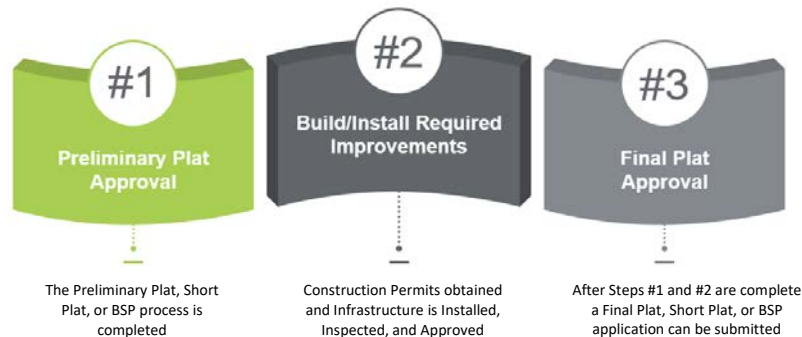


FINAL PLATS, SHORT PLATS AND BINDING SITE PLANS

GENERAL INFORMATION

Following preliminary plat, short plat or binding site plan (BSP) approval, and after all infrastructure required to serve proposed lots is installed, an Applicant is able to apply for final plat, short plat, or BSP approval. The final plat, short plat, or BSP process results in a City approved plat, short plat, or BSP maps, CC&Rs, and other legal instruments that are recorded with the Skagit County Auditor.

The final plat, short plat and binding site plan (BSP) process ensures that the final recorded maps comply with City and State mapping requirements, and that all of the preliminary plat, short plat, or BSP conditions have been satisfied. This review also ensures the necessary financial securities (i.e. bonds or deposit in lieu) are submitted to the City, and the required legal documents have been completed and recorded as necessary.



PRE-APPLICATION MEETING

Prior to submitting a final plat, short plat, or BSP application, the Applicant is required to apply for a 'final plat pre-application meeting' through the Development Services Department to discuss the project status and next steps in finishing the plat. At this meeting the Department will provide assistance and detailed information on the City's requirements and standards.

COMPLETE APPLICATION REQUIRED

The City is not able to accept a final plat, short plat, or BSP application that does not have all of the required items listed in the accompanying Final Plat, Short Plat and BSP Submittal Checklist under the header 'Part 1 – Checklist'. To accept an application, each of the listed items must be submitted at the same time. However, if you have received a prior written waiver of a submittal item(s), please provide the signed waiver form in lieu of any submittal item not provided.

PROCESS

- Final short plats and BSPs are classified as Type I permits that are administratively approved by the Department.
- Final plats are classified as Type V permits that are reviewed by the Department and presented to City Council for their approval.

OTHER

- Applicants are advised to contact the Skagit County Assessor's office to ascertain whether or not advance taxes will need to be paid prior to their final plat being recorded.
- Following final plat, short plat, and BSP approval maps are required to be routed by the City for signatures. This process can take up to a week to complete which means [applicant's need to plan accordingly](#).
- Applicants are responsible for all fees associated with recording their final plat, short plat, or BSP, CC&Rs, and any other related documents and for providing copies of the recorded plat map and associated documents to the City.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

SUBMITTAL REQUIREMENTS FOR FINAL PLATS, SHORT PLATS AND BSPS

An applicant may ask for a waiver of any of the following submittal application materials at their pre-application meeting; and the Development Services Department will review the applicant's request, and either approve or disallow the waiver, in writing.

If the developer wishes to post a financial security for any uncompleted improvements, a written request must be submitted BEFORE a final plat, short plat or BSP application is submitted that explains and justifies why items cannot be completed prior to the final plat, short plat, or BSP being approved by the City.

One paper copy and one copy in an electronic format (complying with the City's Electronic Document Requirements) of each of the below-listed submittal items is required to be submitted to the City **AT THE SAME TIME**. Application fees are required to be paid when an application is submitted to the City. The total fee amount will be determined at the pre-submittal meeting with a staff planner.

Once an application is deemed technically complete it will be routed to different Departments that will have 14 days to review and submit comments on the application. At the end of the review period, the City will send the applicant any redlines, requested revisions or requests for additional information that may be needed to complete the review process. Only after the requested corrections have been made and approved by the City can the applicant submit the items on Part 2 of this checklist.

Below is an overview of the steps involved in the final plat, short plat or BSP process that includes timeframes within which the listed steps are generally able to be completed. This information is provided so that Applicants plan accordingly and not be surprised with the time it takes to complete this last step in the platting process.

STEP 1	→	Submit Pre-Application Meeting Request	→	1-2 weeks of submitting request
STEP 2	→	Submit items on <u>Part 1</u> of the Submittal Checklist	→	Timing driven by Applicant
STEP 3	→	Within 2 days of Submittal staff will accept submittal as counter complete or send Applicant notification that their submittal is not complete and what is needed to complete their application	→	2 days
STEP 4	→	Within 3 days of a complete submittal it will be distributed to others who have 14 days to review and comment on the submittal	→	17 days
STEP 5	→	After the 14 day comment period tolls planning staff combines all comments received and will send the Applicant a letter outlining deficiencies that need to be corrected in their application	→	3 – 5 days
STEP 6	→	Applicant corrects deficiencies in Application and Resubmits materials	→	Timing driven by Applicant
STEP 7	→	Resubmitted materials are distributed to staff who originally made comments on the application for them to review and approve	→	1 – 2 weeks
STEP 8	→	After all of the materials on <u>Part 1</u> of the Submittal Checklist have been accepted by staff the Applicant is able to submit the items on <u>Part 2</u> of the Submittal Checklist.	→	Timing driven by Applicant
STEP 9	→	If the final plat or BSP requires City Council approval a hearing date cannot be set until the items listed on <u>Part 2</u> of the Submittal Checklist are submitted to the City. If the project is an administratively approved short plat skip to STEP 10.	→	Minimum of 2 weeks
STEP 10	→	If the <u>Part 2</u> submittal items are complete staff will route the mylar maps and other items requiring signatures to the applicable departments	→	Minimum of 1 week
STEP 11	→	Once the documents have been signed City staff will take the items to the Skagit County Auditor to be recorded.	→	2-3 days

****PART 1******FINAL PLAT, SHORT PLAT, OR BSP SUBMITTAL CHECKLIST****1. MASTER LAND USE FOR FINAL PLATS/BSP & AGENT AND AUTHORIZATION (IF APPLICABLE) FORMS**

These forms are available to download on the City's permit portal that can be accessed by clicking [HERE](#). Applicants are required to complete these forms providing information on the final plat, short plat or BSP. The current owner(s) of the land must provide their notarized signatures on this form.

FINAL PLAT MAP**2. FINAL PLAT, SHORT PLAT OR BSP MAP:**

Final plat, Short Plat or BSP maps are required to be fully dimensioned maps prepared by a State of Washington registered land surveyor based on the Washington State Plane Coordination System in accordance with State law and City code that includes all of the following:

Final plat maps shall be prepared by a State of Washington registered land surveyor, fully dimensioned, drawn at a scale approved by the Director. The size of the map shall be 18-inches by 24-inches with a minimum two-inch border on the left edge and one-half-inch border on all other sides. Before recording the original shall be in black ink on stabilized drafting film. The Applicant will need to download and use the City's standard plat notes when creating these final maps.

- Final Plat: the maps are required to contain all of the items stipulated within MVMC Chapter 16.12, 16.20, RCW 58.18 and 18.43, and WAC 332-130
- Short Plat: the maps are required to contain all of the items stipulated within MVMC Chapter 16.32, 16.20, RCW 58.18 and 18.43, and WAC 332-130
- BSP: the maps are required to contain all of the items stipulated within MVMC Chapter 16.40, 16.20, RCW 58.18 and 18.43, and WAC 332-130

CONSTRUCTION PLANS & ASSOCIATED DOCUMENTS**3. AS-BUILT CONSTRUCTION DRAWINGS (STAMPED BY ENGINEER)**

As-builts are measurements made after a project is complete to provide the actual positions and features of the project. As-builts are required to include information on all utilities installed/constructed within the plat, including (but not limited to) the following: sanitary sewers, storm sewers, stormwater ponds and/or water quality facilities, water, fire hydrants, fiber, telecom, power, gas, etc.

The entire set of plans shall be provided regardless of whether or not there are changes to be noted.

4. AS-PLANTED LANDSCAPE PLANS AND INSTALLATION REPORTS

As-planted landscape plans are similar to as-builts for utilities except these plans document the type, size, and actual locations and features of landscaping and associated amenities installed as part of a project. The entire set of landscaping plans shall be provided regardless of whether or not there are changes to be noted. The landscape installation reports are prepared on City approved forms by the landscape professional overseeing the project and document the soil amendment and plant installation proves.

5. POND PERFORMANCE REPORT & MAINTENANCE SCHEDULE

Stormwater pond performance reports and a maintenance schedules shall be prepared by a civil engineer licensed in the State of Washington. The pond performance report provides written documentation that the pond was constructed correctly and will function as designed. The maintenance schedule outlines the maintenance work to be completed and when this work needs to be done.

OTHER REQUIRED SUBMITTAL ITEMS**6. CALCULATIONS, SURVEY OR LOT CLOSURES**

These are prepared by a State of Washington licensed land surveyor indicating the dimensions of the boundaries and the closures for each lot, parcel, tract, and block in the plat, short plat, or BSP and must include printed computer plot closure or demonstrated mathematical plot closure on all lots, streets, alleys and boundaries.

7. CC&Rs (PROPOSED)

A final document that will be recorded (and have its Auditor's file number cross-referenced on the face of the subdivision for which it is applicable) that is a written agreement requiring performance or limiting or restricting certain acts or stipulating certain uses or non-uses of property to be binding upon current and future property owners, and including the legal description of that area of property to be encumbered. If maintenance or monitoring of areas will be taken over by a business or homeowners association, the CC&Rs shall delegate responsibility to the association and will stipulate the amount of money to be collected by each property owner and how this money will be spent, and which amenities/facilities shall be maintained or monitored.

CC&Rs are required to have exhibit maps that will be recorded as part of the CC&Rs that identify the location and extent of all amenities to be maintained by the future association.

8. EXPENSES FOR THE YEARLY MAINTENANCE OF ALL COMMON AREAS

A document containing the line item expenses for all areas that the business or homeowner association(s) will be required to maintain.

9. LEGAL DESCRIPTION

Required only for final plats approved by City Council. A MS Word version of the description of a piece of land which allows an independent surveyor to locate and identify it. Usually it uses one of the following methods: government survey, metes and bounds or recorded plat (lot and block number).

10. LINE ITEM ACCOUNTING STAMPED BY THE PROJECT ENGINEER FOR ALL COMPLETED CIVIL IMPROVEMENTS

This accounting must separate out all improvements to be dedicated to the City. Accompanying this document is an example accounting demonstrating the detail required of this submittal item.

11. LINE ITEM ACCOUNTING FOR ALL LANDSCAPING IMPROVEMENTS

Accompanying this document is an example accounting demonstrating the detail required of this submittal item.

12. LINE ITEM ACCOUNTING FOR ALL CRITICAL AREA MITIGATION

This accounting is required to comply with MVMC Chapter 15.40 and must be prepared by the biologist who managed the installation of the critical area mitigation.

13. STREET LIGHT BILLING ACCOUNT INFORMATION

The Applicant is required to contact PSE and obtain detailed account information on all lights installed within the right-of-way of roads that will be dedicated to the City. Lights on private roads are not the responsibility of the City; and as such, the Applicant needs will need to get separate accounting from PSE if there project has lights on public and private roads.

14. UPDATED TITLE REPORT

An updated Title Report prepared by a title insurance company documenting the ownership and title of all interested parties in the plat or BSP that lists all encumbrances. The updated report is required to be dated no more than 30 days prior to the submittal of a permit to the City. **COPIES OF ALL THE ENCUMBRANCES LISTED WITHIN THE TITLE REPORT ARE REQUIRED TO BE PROVIDED.**

****PART 2******FINAL PLAT, SHORT PLAT, OR BSP SUBMITTAL CHECKLIST****1. AS-BUILT CONSTRUCTION DRAWINGS**

After the final plat map is approved by City Council the Applicant is responsible for submitting to the City an AutoCAD (2013 or earlier version) digital file in a DWG format of the final plat maps.

2. CC&Rs

A final document that will be recorded (and have its Auditor's file number cross-referenced on the face of the subdivision for which it is applicable) that is a written agreement requiring performance or limiting or restricting certain acts or stipulating certain uses or non-uses of property to be binding upon current and future property owners, and including the legal description of that area of property to be encumbered. If maintenance or monitoring of areas will be taken over by a business or homeowners association, the CC&Rs shall delegate responsibility to the association and will stipulate the amount of money to be collected by each property owner and how this money will be spent, and which amenities/facilities shall be maintained or monitored.

CC&Rs are required to have exhibit maps that will be recorded as part of the CC&Rs that identify the location and extent of all amenities to be maintained by the future association.

3. FINAL PLAT, SHORT PLAT, OR BSP MAPS

After the final plat map is approved by City Council the Applicant is responsible for submitting to the City an AutoCAD (2013 or earlier version) digital file in a DWG format of the final plat maps.

4. FINANCIAL SECURITIES – FULLY EXECUTED

Development Services staff will use the line item accounting information approved with the Part 1 submittal items to prepare financial securities for infrastructure that will be dedicated to the City, landscaping, and critical area mitigation, as applicable. The Applicant is required to take the financial security paperwork provided by the City and have it signed and attach the requisite items that are needed and are dependent on the type of financial security provided.

EXAMPLE LINE ITEM ACCOUNTING FOR DEDICATED PUBLIC INFRASTRUCTURE

Street Improvements

	Description	Quantity	Cost per unit	Sub-Total
Materials				
	Fill and Base Material (Street and Sidewalk)			
	Fabric			
	Asphalt / Surfacing			
	Sidewalk			
	Curb & Gutter			
	Signs			
	Striping			
	Monumentation			
	Guardrail			
	ADA ramps			
	Driveways			
	Fiber Optic Conduit			
	Street Lights			
	Misc (Barricades, Bollards, Walls, Hand Rails, etc)			
Labor				
Other (See notes below)				
	Surveying			
	Engineering			
	Cost of relocating utility poles			
	Clearing			
	Traffic Control			
	Total:			

Stormwater

	Description	Quantity	Cost per unit	Sub-Total
Materials				
	Pipe			
	Structures			
	Fill Material			
	Ditch / Swale			
	Test and Flush			
	Pond / Detention / Filtration			
Labor				
	Total:			

Sanitary Sewer

	Description	Quantity	Cost per unit	Sub-Total
Materials				
	Pipe			
	Structures			
	Fill Material			
	Test and Flush			
Labor				
	Total:			

Water

	Description	Quantity	Cost per unit	Sub-Total
Materials				
	Hydrants			
Labor				
	Total:			

Notes:

- 1) Labor must be included for all installations. If labor is included in the per unit price, that must be noted.
- 2) This list is not intended to be all inclusive, but rather a guideline. Cost estimates for additional project components may be required.
- 3) Tax must be included (and noted) where applicable.

EXAMPLE LINE ITEM ACCOUNTING FOR LANDSCAPING/OPEN SPACE IMPROVEMENTS

TREES

Description	Size	Quantity	Cost per unit	Sub-Total
Total:				

Shrubs

Description	Size	Quantity	Cost per unit	Sub-Total
Total:				

Ground Cover

Description	Size	Quantity	Cost per unit	Sub-Total
Total:				

Other

Description	Size	Quantity	Cost per unit	Sub-Total
Soil Amendments				
Mulch				
Bark				
Stakes				
Total:				

Notes:

- 1) Labor must be included for all installations. If labor is included in the per unit price, that must be noted.
- 2) This list is not intended to be all inclusive, but rather a guideline. Cost estimates for additional project components may be required.
- 3) Tax must be included (and noted) where applicable.