



## CITY OF AUBURN

Planning & Development Department  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street  
Auburn, Washington 98001-4998  
Tel: 253.931.3090  
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[www.auburnwa.gov](http://www.auburnwa.gov)

## FINAL SHORT PLAT APPLICATION PACKET

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# FINAL SHORT PLAT (SUBDIVISION) APPLICATION – INTRODUCTION

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### **What is a Final Short Plat?**

A Final Short Plat approval is required at the end of the short subdivision review process when it achieves the following conditions:

1. Conformance with all terms within the approved preliminary short plat;
2. Completion of required facilities and improvements in effect at time of preliminary short plat approval;
3. Conformance with the provisions of RCW 58.17, ACC 17.09, and all other applicable state and local laws in effect at time of preliminary short plat approval; and
4. Receipt of all required certificates and statements of approval.

Final Short Plat approval serves as a direct prerequisite for recording of the short subdivision by the appropriate county office.

### **When can/should I submit a Final Plat application?**

An application for Final Plat may be filed by the property owner or the property owner's representative, but **ONLY** after preliminary short plat approval has been granted by the Planning Director and all conditions of Preliminary Short Plat approval have been completed.

### **What if State, County, and/or City statutes regarding required improvements and other applicable standards for Final Short Plats have changed between Preliminary and Final Short Plat approval?**

The conditions for Final Short Plat approval are contingent upon state and local laws in effect at the time of preliminary short plat approval. Amendments to City-required improvements are not retroactively applicable unless the owner/developer chooses to and the City Engineer agrees to supplant the standards current at time of preliminary plat approval with the current standards for Final Plat approval.

### **What improvements are required to be completed for the Final Plat?**

Improvements required for final plat approval vary on a case-by-case basis and will be enumerated in the conditions of Preliminary Approval. The following are the minimum improvements required to be completed:

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## **FINAL SHORT PLAT (SUBDIVISION) APPLICATION – INTRODUCTION [CONTINUED]**

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1. All streets are paved up to the final lift of pavement to all lots within the short subdivision, consistent with the approved plans;
2. Street name signage installed consistent with the approved plans;
3. Specific site improvements required by the preliminary plat approval ordinance or preliminary short plat approval decision, if the decision requires completion prior to plat recording;
4. Delineation of critical areas and buffers that are to remain undeveloped and protected by easement or placement in a separate tract pursuant to ACC Title 16 (Environment);
5. Temporary control monuments set by a land surveyor licensed in the state of Washington, located in conformance with this title, and in place prior to final approval of the subdivision or short subdivision. Permanent monuments and control points shall be set and verified by a land surveyor licensed in the state of Washington within 90 days of the final lift of pavement;
6. Improvements without which the director determines a safety hazard would exist;
7. Drainage facilities and erosion control measures consistent with the approved plans;
8. Water mains, services, and hydrant installed, operational, and fire flow available, if required, consistent with the approved plans;
9. Underground electrical and telecommunication improvements required for all public or private utilities and public illumination or traffic signal systems, if required, consistent with the approved plans;
10. Sewer facilities installed and operational, if required, consistent with the approved plans;
11. All curbs and gutters installed in all streets within the subdivision or short subdivision consistent with the approved plans;

For additional and more specific requirements, please see ACC 17.14 and ACC 17.09.050.

If the required improvements have not been completed for Final Short Plat approval, the City must be in receipt of an assignment of funds, an irrevocable letter of credit, guarantee bond, or other similar security satisfactory to the City Engineer, in which assurance is given to the City that the installation of the remaining required public improvements will be carried out.

### **How long before I can reclaim the financial security guaranteeing the construction of improvements?**

The City will release the guarantee upon receipt of a properly executed bill of sale for the improvements and adequate record drawings for which the guarantee was submitted.

An amount equivalent to ten percent (10%) of the value of the public improvements, however, will be retained by the city for a minimum of one year from the date the City Engineer certifies the completion of the plat improvements to ensure the adequate operation of such improvements, following which any unused portion of the guarantee shall be released.

### **How long before I am notified if my application is complete?**

At the time you submit an application, you must submit all of the written and graphic information listed in this application under “Final Short Plat (Subdivision) Application Submittal Checklist”: Within 28 calendar days of receiving your application, City staff will determine if the application is complete based on the attached checklist. If your application is complete you will be notified in writing by City staff. If your application is not complete, you will receive a letter from City staff detailing required information to make your application complete.

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## **FINAL SHORT PLAT (SUBDIVISION) APPLICATION – INTRODUCTION [CONTINUED]**

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**How long before I know if the Final Plat has been approved (with or without conditions) or denied?**

Per ACC 17.12.020, a Final Short Plat will require at least 10 working days of staff review before being forwarded to City Council. Unless otherwise agreed upon, Council will issue a decision on the Final Plat within 30 days of receiving the Final Plat per RCW 58.17.140.

**PLEASE NOTE:** Applicants are responsible for complying with all City Codes and ordinances; and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.



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OFFICE USE ONLY

**FILE #:** \_\_\_\_\_  
**FILE NAME:** \_\_\_\_\_  
 \_\_\_\_\_  
**TYPE:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_  
**FEES PAID:** \_\_\_\_\_ **CHECK/CASH:** \_\_\_\_\_  
**SUBMITTAL DATE:** \_\_\_\_\_  
**LAND USE DESIGNATION:** \_\_\_\_\_

## FINAL SHORT PLAT (SUBDIVISION) APPLICATION

**APPLICANT:**  Use mailing address for meeting notification.  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
 (Signature Required)

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
 (Signature Required)

**PROPERTY OWNER(S):**  Attach separate sheet if needed.  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
 (Signature Required)

**Note: Applicant or representative must have property owner's consent to file this application form in order for it to be accepted**

### PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____			LOTS PROPOSED: _____
ASSESSOR'S PARCEL ID#	LOT SIZE	ZONING DISTRICT	PROPOSED DENSITY: _____
_____	_____	_____	EXISTING USE OF SITE: _____
_____	_____	_____	_____
_____	_____	_____	PROPOSED USE OF SITE: _____
_____	_____	_____	_____
AREA TO DEVELOPED (s.f.): _____			_____



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**FINAL SHORT PLAT (SUBDIVISION) – LETTER OF  
AUTHORIZATION**

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**(A copy of this letter must be submitted for each property owner involved)**

I, \_\_\_\_\_ declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I [ ] have not appointed anyone, or [ ] have appointed \_\_\_\_\_, to act as my agent regarding this application.
3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney’s fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
City and State where signed

\_\_\_\_\_  
Address



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**FINAL SHORT PLAT (SUBDIVISION) – TIME EXTENSION  
AGREEMENT**

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Washington State Law, under RCW 58.17.140, requires that the City Council approve, approve with conditions, return to the applicant for modifications, or deny application for a final plat within 30 days of receipt of a complete application.

However, since the City Council meets only twice a month, it may not always be possible for the Council to make its final decision within the prescribed 30-day time period.

If, during the course of the City review of the final plat, it becomes necessary to extend review beyond that time period prescribed by State Law, the applicant may agree, in writing, to an extension of this time period. If you choose to agree to an extension of the prescribed 30-day time period, please sign below and submit this form with your application to the Planning Department.

Subdivision Application No. \_\_\_\_\_

I, \_\_\_\_\_, the applicant for the above referenced final plat, do hereby agree to extend the review time period for my application beyond the prescribed 30 days. Should this extension become necessary, I shall be informed in writing by the Planning Director as to the additional amount of time necessary above and beyond the prescribed 30 days to make a decision on the subject application.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

Date: \_\_\_\_\_



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**TYPE II FINAL SHORT PLAT (SUBDIVISION) – CONCURRENT  
APPLICATIONS**

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Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications  
(administrative decisions made  
by the city which are not subject  
to environmental review under  
the State Environmental Policy  
Act [SEPA]):**

- Administrative Use Permit
- Boundary Line Adjustment
- Boundary Line Elimination
- Building Permit
- Excavation Permit
- Floodplain Development Permit
- Grading Permit
- Home Occupation Permit
- Land Clearing Permit
- Mechanical Permit
- Plumbing Permit
- Public Facility Extension Agreement
- Right-of-way Use Permit
- Short Subdivision
- Special Permit

- Temporary Use Permit (administrative)
- Utility Permit

**Type II Applications  
(administrative decisions  
made by the city which  
include threshold  
determinations under SEPA):**

- Administrative Use Permit
- Building Permit
- Floodplain Development Permit
- Grading Permit
- Land Clearing Permit
- Public Facility Extension Agreement
- Short Subdivision

**Type III Applications (quasi-judicial final decisions made by the hearing examiner following a recommendation by staff):**

- Conditional Use Permit

- Preliminary Plat
- Special Exceptions
- Special Home Occupation Permit
- Substantial Shoreline Development Permit
- Surface Mining Permit
- Temporary Use Permit
- Variance

**Type IV Applications  
(quasi-judicial decisions  
made by the city council  
following a  
recommendation by the hearing  
examiner):**

- Rezone (site-specific)

**OTHERS - as may apply:**

- SEPA
- SHORELINE EXEMPT
- \_\_\_\_\_
- \_\_\_\_\_



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## TYPE V FINAL PLAT (SUBDIVISION) – SUBMITTAL CHECKLIST

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***DIGITAL COPIES OF WRITTEN MATERIALS & GRAPHICS***

Please provide a labeled readable compact disc(s) containing digital versions of all submitted written materials and plans and graphics for use by the City of Auburn during the final short subdivision review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Written materials should be submitted to be compatible with Microsoft Office desktop software products. Plans and graphics should be submitted in *pdf* or *tif* format.

***APPLICATION FEES - Make checks payable to the City of Auburn***

All application fees, including, but not limited to: Final Plat – Short Plat (Subdivision) Fee. Some fees will not be invoiced until actual costs are known. Link to current year's fee schedule can be found @ <http://www.auburnwa.gov/forms>

***WRITTEN MATERIALS – Total of ten (10) copies unless otherwise noted***

- A. **APPLICATION FORM** Provide a **completed** application form signed by the property owner(s) and/or applicant with the completed Final Plat (Subdivision) Application Submittal Checklist. (**One original and 9 copies**)
- B. **LETTER OF AUTHORIZATION** Provide a letter of authorization to act contained within this application packet inclusive of all required signatures.
- C. **TIME EXTENSION AGREEMENT** Provide a time extension agreement contained with this application packet inclusive of all required signatures, **if applicable**.
- D. **TITLE REPORT** Provide **one (1)** copy of a title report with liability for errors not to exceed the assessed value of the lot(s) on the date of application. The title report shall be issued no more than 30 days prior to the application date (*available from a Title Company*).
- E. **LOT CLOSURE REPORT** Provide **one (1)** copy of a computer check of the boundaries, street centerlines, lots, blocks, and lot area.
- F. **PRELIMINARY SHORT PLAT** Provide **one (1)** copy of the approved preliminary short plat. In short subdivisions with lots served or to be served by a private road, the covenants shall provide that:

- 1. Each lot owner having access thereto and having responsibility for maintenance of any private road in such a condition as to allow free access for emergency vehicles;



2. Any seller give actual notice to any prospective purchaser of the method of maintenance of the private road which notice shall be caused to be included in any deeds or contracts relating to such sale.

- H. **DEDICATIONS** Dedication certificate outlining the dedication of streets and other areas to the public, any individual(s), religious society(ies), or any corporation, along with the purposes/limitations of use and legal descriptions of such areas. Certificate will serve as quit claim deed and waiver of claims of damages against any governmental authority's actions on lands dedicated to said government. Include signatures of property owner(s) and notary seal.
- I. **INCOMPLETE IMPROVEMENTS** (If applicable) provide **one (1)** copy of a list of public improvements incomplete at the time of final short plat approval and the associated cost to complete the work.
- J. **CERTIFICATE OF IMPROVEMENTS** Provide **one (1)** copy signed by the City Engineer. Please contact the City Engineer at (253) 931-3010 to obtain that form.
- K. **LAST DATE OF SUBDIVISION** – (If applicable) provide **one (1)** copy of proof of the date of last legal segregation of the parcel of land to be short subdivided.
- L. **FINAL SHORT PLAT APPLICATION SUBMITTAL CHECKLIST** – Addressing written materials and graphics.

**PLANS & GRAPHICS - Total of ten (10) copies unless otherwise noted**

- A. **SCALE & LEGIBILITY** All plans, except architectural elevations, should be to scale (engineering scale) and drawn with reproducible ink on Mylar measuring **18" x 24"**, at **1"=100'** or larger (**1"=50' preferred**). Projects in King County require one one-inch border and three half-inch borders. Projects in Pierce County require a two-inch left border and half-inch borders for all other edges. An index sheet showing the entire subdivision with street/highway names and block numbers (if any), in above-specified size, is required for multi-sheet submittals. All plans should be folded to fit a legal size file jack.
- B. **FINAL SHORT PLAT DRAWING – ITEMS INCLUDING:**
  - 1. The name of the short subdivision, together with the words "Final Short Plat";
  - 2. Name, stamp, and signature of the professional engineer and professional land surveyor, both licensed in the State of Washington, who prepared the final plat drawing together with their addresses, e-mails, and phone numbers;
  - 3. Name, address, e-mail, and phone number of the applicant;
  - 4. Name, address, e-mail, and phone number of each property owner;
  - 5. Section, Township, and Range of the subdivision;
  - 6. Legal description;
  - 7. A table depicting the address for each lot within the subdivision;
  - 8. Date plan was prepared and space for revision dates for subsequent resubmittals;
  - 9. Purpose(s) of any areas to be dedicated or reserved for public use within the subdivision and the reservations and limitations of such dedication(s);

- 10. Accurate purpose(s) of use for any areas reserved by deed covenant for common use of owners of property within subdivision;
- 11. All applicable restrictions and conditions, if any, required by the Planning Director or at the discretion of the property owner, to be imposed on lots and tracts within the short subdivision;

C. **FINAL SHORT PLAT DRAWING – GRAPHIC REPRESENTATION** The Final Short Plat Drawing must be prepared by a professional land surveyor licensed in the State of Washington and the following graphic features shall be shown on the drawing:

- 1. Numeric scale, graphic scale, basis of bearings, and true north point;
- 2. Boundaries of the short subdivision indicated by heavy line, referenced to city datum, based on an accurate transverse, described by angular and linear dimensions and bearings, and tied to municipal, township, county, or section lines by distances and courses;
- 3. Location of existing section and municipal corporation boundary lines lying within or adjacent to the proposed short subdivision;
- 4. True course and distances to the nearest established street lines, section, or quarter section corner monuments to accurately locate the short subdivision;
- 5. Boundaries and accurate dimensions to the nearest hundredth-foot for all lots and blocks;
- 6. Identifications for all lots and blocks (numbers);
- 7. Location of each permanent control monument at every controlling corner of the subdivision boundaries, street centerline intersection, point of curvature (PC), point of tangency (PT), and point of reverse curve (PRC);
- 8. Complete survey encompassing the following: radii, internal angles, points of curvature, tangent bearings, arc lengths, and all other necessary field notes and calculations such as those outlined in ACC 17.09.035;
- 9. Meander/reference lines along bodies of water, **if applicable**, established above, but not further than 20 feet from the high water line of such body;
- 10. Location, widths, and assigned names of all streets, alleys, public ways, and private streets within or adjacent to the plat;
- 11. Location of all physical and legal description encroachments affecting the boundary between the plat and the adjoining parcels. Encroachments may be from the plat onto the adjoining parcels or vice versa;
- 12. Location, width, and purpose of easements for existing structures;
- 13. Location, width, and purpose of easements and dedications, including, but not limited to:
  - rights-of-way for public and private services and utilities;
  - stormwater quality and detention facilities
  - flood hazards, geological hazards (seismic, steep slope, landslide, erosion), groundwater protection areas, streams, significant trees, wetlands, and wildlife habitat;
- 14. Accurate outlines for any areas reserved by deed covenant for common use of owners of property within the subdivision;
- 15. Certification forms for the City Engineer, Planning Director, Assessor, and Recorder of the County, as provided in ACC 17.12.010.

- 16. Accurate outlines of any areas to be dedicated or reserved for public use within the subdivision;
- 17. Location and height of fences.

D. **VICINITY MAP** A vicinity map sufficient to define the short plat location and boundaries.