



CITY OF AUBURN

Planning & Development Department
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**FINAL PLAT
APPLICATION**

FINAL PLAT (SUBDIVISION) – SUBMITTAL CHECKLIST

DIGITAL COPIES OF WRITTEN MATERIALS AND PLANS & GRAPHICS.

- Provide electronic files of all submitted written materials and plans and graphics for use by the City of Auburn during the development review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Documents totaling less than 20 MBs may be attached to the email submittal to applications@auburnwa.gov. If total file size is more than 20 MBs then email only the application form to applications@auburnwa.gov and you will be provided with a Dropbox link to upload all of the documents. Please allow until the end of the following business day for a Permit Technician to contact you with further instructions and to arrange payment and complete the intake process.

PDF REQUIREMENTS.

- All documents shall be submitted in *unsecured* and *flattened* PDF format. Each document shall be separate PDF documents and clearly named by document title (common acronyms are OK, e.g. SSP – Stormwater Site Plan/Report, *Geotech* – Geotechnical Report, *TIA* – Traffic Impact Analysis/Study/Memo, *CAR* – Critical Areas Report).
Example: Smith Building – Prelim SSP.pdf

WRITTEN MATERIALS

- A. **APPLICATION FORM** Provide a completed Master Land Use Application Form

- B. **NOT USED**

- 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 **two (2) copies** 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**

- F. **PRELIMINARY PLAT**

- G. **RESTRICTIONS/CONDITIONS/COVENANTS** Provide documents containing all applicable restrictions and conditions, if any, required by the Hearing Examiner or at the discretion of the property owner, to be imposed on lots and tracts within the subdivision. Also, provide accurate outlines/purposes of use for any areas reserved by deed covenant for common use of owners of property within subdivision.

- 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 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.

PLANS & GRAPHICS

- 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, in above-specified size, is required for multi-sheet submittals. All plans should be folded to fit a legal size file jack.
- B. **FINAL PLAT DRAWING – ITEMS INCLUDING:**
 - 1. The name of the subdivision, together with the words "Final 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. Certification forms for the Finance Director, City Engineer, Planning Director, and Mayor of the City and the Finance Division, Assessor, and Recorder of the County, as provided in ACC 17.12.010.
- C. **FINAL PLAT DRAWING – GRAPHIC REPRESENTATION** The Final 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 bearing, and true north point;
- 2. Boundaries of the 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 subdivision;
- 4. True course and distances to the nearest established street lines, section, or quarter section corner monuments to accurately locate the subdivision;
- 5. Boundaries and accurate dimensions to the nearest hundredth-foot for all lots and tracts;
- 6. Identifications for all lots (lot numbers) and tracts (tract letters);
- 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;
- 9. Computer check (i.e. lot closure report) of the boundaries, street centerlines, lots, blocks, and lot area;
- 10. 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;
- 11. Location, widths, and assigned names of all streets, alleys, public ways, and private streets within or adjacent to the plat;
- 12. 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;
- 13. Location, width, and purpose of easements for existing structures;
- 14. 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.
- 15. Location and height of fences.

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