

# FINAL PLAT *Checklist*

*This is a checklist of materials required for a Final Plat. This checklist is provided to assist you in submitting a complete application. If you have any questions, contact the Planning and Development Services Department at (253) 566-5656.*

## RETURN THIS CHECKLIST WITH YOUR APPLICATION

### The Final Plat drawings shall 24" x 36" and include:

- All information specified in this section, including all required for the Preliminary Plat.
- Title block.** In bottom right corner with subdivision name and name and address of land surveyor.
- Appropriate sheets, general layout approved by Development Services, listing legal description, restrictions (notes and conditions), land surveyor's certificate, city and other agency signature approval blocks, dedication, recording certificate, acknowledgements, and reference to covenants.
- Date of preparation, title, name and location of the subdivision, legal description, graphic scale, datum plane, north arrow and true north point. Plats shall be drawn to appropriate engineering scale of one inch equals 100 feet (1" = 100') or larger.
- All documents, maps, survey calculations, and notes shall contain the name of the subdivision, the name of the subdivider and the name of the land surveyor responsible to the subdivider.
- All dimensions shall be given in feet and decimals of a foot to the nearest 1/100. All angles and bearings shall be accurate measures on degrees, minutes, and seconds.
- The Final Plat shall be accompanied by an approved printed computer plat closure or demonstrated mathematical plot closure on all lots, tracts, streets, alleys and boundaries.
- Lines and names of all streets or other public ways, parks, easements, and any area to be dedicated to public use, with notes stating their purpose and any limitations.
- Lines and names of all existing or platted streets or other public ways, parks and easements adjacent to the Final Plat, including municipal boundaries, township lines, and section lines.
- All dimensions along the lines of each lot, with the true bearings and sufficient data necessary to readily determine and reproduce on the ground the location, bearing and length of every street line, easement line, lot line, block line, and the boundary of the subdivided tract.

- Lengths and bearings of all straight lines, curve radii, arcs, and semi-tangents of all curves.
- Location of all permanent control monuments based on Lambert coordinates.
- Suitable primary control points, approved by the Public Works Department, or descriptions and ties to such control points, to which all dimensions, angles, bearings and similar data given on the plat shall be referred.
- A Vicinity Map of a scale not more than 400 feet to 1" and which is sufficient to readily identify the location of the subdivided tract.

**Public Notice:**

**A Public Notice Sign must be posted on the site. Applicant will be notified when to request the public notice sign from the Planning and Development Services Department and the required posting time.**

**Submittal Documents:**

Fees must be paid at the time of submittal. The table below indicates the number of sets required at the time of submittal:

# OF SETS REQUIRED	DESCRIPTION
15	Final Plat Application
15	Final Plat Maps
15	Final Plat Breakdown Worksheet
1	Reduced Vicinity Map identifying proposed subdivision, including the nearest cross streets and a North arrow (8½ x 11)
2	Plat Certificate from a title insurance company <b>(must be dated within 30 days of application)</b> documenting ownership, all interested parties and all encumbrances
4	Landscape Plans
5	Lot Closure Calculations (stamped)
2	Covenants, Conditions and Restrictions (CC&R's)
1	Verification of Pierce County Assessor review submittal (copy of receipt)
1	Verification of Pierce County Utilities review submittal (copy of receipt and application)
1	Health Department Final Plat Application stamped as received by TPCHD along with receipt
2	Property Listings, Map and Mailing Labels for all lots within 300 feet (but not less than two parcels deep) of subject property. (Obtained from Pierce County Assessor, title company, or other approved method)

# PRELIMINARY PLAT AND FINAL PLAT *Information*



3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

*This form provides information and an explanation of the procedures of a Preliminary Plat and Final Plat. If you have any questions, contact the Planning and Development Services Department at (253) 566-5656.*

A subdivision is the creation of five (5) or more lots for the purpose of sale, lease, or transfer. Land previously divided within the preceding five (5) years cannot be divided. The City of University Place Subdivision Code defines the regulations and design standards for subdividing land.

The subdivision process has two stages: a Preliminary and Final Plat. Preliminary Plat requires a public hearing before the Hearing Examiner. Prior to approval of the Final Plat, the applicant must install the required infrastructure improvements or post bond in lieu of completion.

## **Preliminary Plat Procedure**

**Pre-Application/Technical Review Meeting.** The City offers an opportunity for applicants to meet with reviewing staff prior to submittal of the Preliminary Plat application to obtain necessary requirements and to discuss the feasibility of the proposal. There is no charge for the Technical Review Committee (TRC) meeting. If you would like to schedule a meeting, applications are available at the Permit Counter. Meetings are generally scheduled on Wednesday afternoons and for the week following the request.

**Application Submittal and Review.** Please fill out the application completely and submit all documents required on the *Preliminary Plat Application Checklist*.

The initial review will be the *"Determination of Completeness."* If the documentation received is not sufficient, you will receive a *"Notice of Incomplete Application"* stating what materials or information must be submitted to continue the review of your project. The next step in the process is the notification of neighboring property owners. A *"Notice of Application"* is sent to property owners within a 300' but not less than 2 parcels deep radius. The project is then routed to the various departments and agencies for their review and comments.

The Preliminary Plat involves the environmental and public review of the proposal. Prior to the Examiner's public hearing, an environmental determination must be made based on the environmental checklist submitted with the application and any other information that may be requested. The plat will also be routed to other agencies for review and comment.

A public hearing can be scheduled after the application has been deemed complete for review by the Department and the environmental review and decision has been issued. Public notice of hearings is given by posting notice at the subject property, through advertisement in the local newspaper, by mailing notices to all property owners of record within a radius of 300 feet (but not less than two parcels deep) of the subject parcel, and to other interested parties requesting notice.

Hearing Examiner approval constitutes approval to draw up construction plans and specifications as required with any conditions as specified in the decision. Requests for Reconsideration of the Examiner's Decision are possible by filing a written application for Reconsideration within 21 days following the issuance of the Examiner's decision. The venue for appeals of the Examiner's decision is the Superior Court. Approval of a Preliminary Plat expires if an application for Final Plat is not submitted to the Planning and Development Services Department within five (5) years of the Examiner's decision.

## **Final Plat Procedure**

**Completion of Improvements.** When an applicant receives Preliminary Plat approval, the applicant becomes responsible for improving the site with required utilities and street improvements, in accordance with City standards, specifications, and any conditions of the Preliminary Plat approval.

Prior to proceeding with any subdivision improvements, the applicant shall obtain the necessary permits from the City. The applicant is also responsible for complying with all applicable permit requirements of other federal, state, and local agencies.

A licensed engineer or engineering firm shall be responsible for the supervision and inspection of all subdivision improvements including recreation facilities. All improvements shall be certified in writing by the engineer as completed, in accordance with plans and specifications as approved by the City of University Place Planning and Development Services Department.

**Deferred Improvements.** If an applicant wishes to defer on-site improvements until after recording the Final Plat, written notice shall be made to the City of University Place Planning and Development Services Department.

**Financial Guarantee.** A financial guarantee shall be furnished to the City in an amount equal to one hundred twenty-five percent (125%) of the estimated costs of the deferred improvements. The Planning and Development Services Director (or other applicable department) will determine if the amount of the financial guarantee is sufficient. The financial guarantee shall list the exact work to be performed and shall specify that the improvements will be completed within the time frame specified by each department. The Director (or other applicable department) is authorized to extend the time period for completing the improvements.

**Application Submittal and Review.** When the Director (or other applicable department) can certify that the improvements have been bonded and completed, or that security has been filed with the City Clerk, then review of the Final Plat can proceed.

The improvements and bonding, or bonding for the improvements, must be completed prior to application for Final Plat. Planning staff reviews the Final Plat to ensure conformance with the Preliminary Plat conditions, and forwards a recommendation to the City Council, which holds a public hearing and may approve or disapprove the subdivision.

Please see the *Preliminary and Final Plat application checklists* to assist you in submitting a complete application.

# FINAL PLAT Application



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*Please type or print clearly. Incomplete information may delay the project approval.*

<b>APPLICANT:</b>	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	
<b>PROPERTY OWNER:</b>	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	
<b>AGENT:</b>	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	

<b>PROJECT NAME &amp; TYPE:</b>	
Project Address:	Parcel Number(s):
Preliminary Plat Name:	Number of Lots:

If Final Subdivision is different, give new name and/or description of deviations from the preliminary plat:

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Has site preparation been started on this site? If so, explain to what extent:

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I hereby certify under penalty of perjury under the laws of the State of Washington that I am the applicant listed above, and that all information and evidence herewith submitted are in all respects and to the best of my knowledge and belief, true and complete. I understand that the filing fee accompanying this application is not refundable, and is only for the purposes of defraying the normal administrative expenses of processing the application, and that the payment of said fees does not result in automatic issuance of the permit requested in this application.

Print Name:	<input type="checkbox"/> Owner <input type="checkbox"/> Agent/Other (specify):
Signature:	Date:

# FINAL PLAT BREAKDOWN Worksheet



3715 Bridgeport Way W  
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<b>DEVELOPER:</b>	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	
<b>SURVEYOR:</b>	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	

<b>FINAL PLAT NAME:</b>
<b>PRELIMINARY PLAT NAME:</b>

*(Calculate to Nearest Hundredths)*

<b>Total Acreage:</b>	
<b>Residential Lots:</b>	
<b>Other Lots/Tracts:</b>	
<b>Total Lots:</b>	
<b>Density (gross):</b>	
<b>Density (net)</b>	
<b>Smallest Lot Area (sf):</b>	
<b>Average Lot Area (sf):</b>	
<b>Total Acreage in Open Space:</b>	
<b>Length of Public Streets:</b>	
<b>Total Acreage in Public Streets:</b>	
<b>Length of Private Streets:</b>	
<b>Total Acreage in Private Streets:</b>	