

# FINAL PLAT/FINAL SHORT PLAT APPLICATION

## ABOUT FINAL PLATS & FINAL SHORT PLATS

Approval of a final plat or final short plat is the last step of the subdivision process. It occurs after preliminary plat approval and completion of site development, for the recordation of new lots.

Full copies of plat documents must be submitted as part of the application and when revisions are proposed.

## APPLICATION REVIEW PROCESS

Final Short Plats are approved by the Director, and Final Plats are approved by the City Council, both based on conformance with the conditions set forth by the preceding Preliminary Plat/Preliminary Short Plat.

## FEES

Applicants are responsible for providing an initial deposit (as well as additional deposits as needed) to cover all application review costs.

FEES APPLICABLE TO THIS PROJECT
Counter Service Intake, Type 2 (Short Subdivisions)
Counter Service Intake, Type 3 (Subdivisions)
Environmental Consultant Services (if applicable)
Environmental Checklist Review (if applicable)
Final Review Deposit, Planning
Review Deposit, Engineering
<a href="#">See current fee schedule</a>

### Code Reference

Final Plat & Short Plat Maps  
Chapter 19A.16 SMC

### Resources

King County iMap  
Sammamish Property Tool

### Questions?

Submit Project Guidance  
Visit the Permit Center

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

# FINAL PLAT/FINAL SHORT PLAT APPLICATION

## OWNER INFORMATION

 Owner is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPLICANT/REPRESENTATIVE INFORMATION

 Applicant is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*\*O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).*

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Total Lot Area(s): \_\_\_\_\_ Total Critical Areas on Property: \_\_\_\_\_  
(Square Feet) (Square Feet)

Please complete the below for any critical areas on property:

Type	Total Area <small>(Square Feet)</small>	Type	Total Area <small>(Square Feet)</small>
<input type="checkbox"/> Frequently flooded area	_____	<input type="checkbox"/> Lake	_____
<input type="checkbox"/> Landslide area	_____	<input type="checkbox"/> Critical aquifer recharge area	_____
<input type="checkbox"/> Seismic hazard area	_____	<input type="checkbox"/> Wetland	_____
<input type="checkbox"/> Erosion hazard area	_____	<input type="checkbox"/> Stream	_____
<input type="checkbox"/> Erosion hazard near sensitive water bodies overlay	_____	<input type="checkbox"/> Fish & wildlife habitat conservation area	_____

# FINAL PLAT/FINAL SHORT PLAT APPLICATION

## SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:  
(For example: *02 Project Narrative*)

- 01. Signed Application Form
- 02. Project Narrative
  - Briefly describe the site and the project
- 03. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 04. Declaration for Assessment & Collection of Impact Fees
- 05. Bond Quantity Worksheet
- 06. Developer Contribution Summary
- 07. Water & Sewer District Approval
- 08. Title Report (<30 days old)
  - Must be less than 30 days old
  - Must be for the parcel(s) related to this application
- 09. Declaration of Covenant & Easement
- 10. Legal Description
  - Must be for parcel(s) related to this application
  - Must be a title verified description by a Washington State licensed surveyor
- 11. SEPA Checklist
- 12. Critical Area Affidavit
- 13. Letter of Certification (Certificate of Landscape Installation)
- 14. Condition Compliance Matrix
  - Include a line item explanation of compliance for each preliminary condition of approval demonstrating it has been completed
- 15. Calculations, Lot Closures, Lot Summary
- 16. Final Plat/Short Plat Worksheet
- 17. Traffic Concurrency Certificate
- 18. Storm Drainage Analysis (Technical Information Report)
- 19. Stormwater Facility Information Form
- 20. Stormwater LID Educational Materials
- 21. Storm Water Pollution Prevention Plan (**projects vested to 2016 King County Surface Water Design Manual only**)

**Submittal Checklist continued on next page**

# FINAL PLAT/FINAL SHORT PLAT APPLICATION



## SUBMITTAL CHECKLIST CONTINUED

- 22. PW Standards Deviation (if proposed)
- 23. Public Works Inspection Certificate
- 24. Plan Set
  - Subdivision name
  - Plat and short plat locations by section/township/range and scale
  - Delineation boundary of plat or short plat
  - Name of streets as approved by the city engineer and exact locations/widths
  - True courses and distances to nearest established street lines,
  - Municipal, township, city or section lines tied to the lines of subdivision by distance and course
  - Address ranges as designated by the City
  - Radii, internal angles, points of curvature, tangent bearings and length of all areas
  - Square footage of lots and tracts
  - Lot and block numbers with dimensions in feet and hundredths
  - Accurate location of all monuments
  - Meander lines or reference lines along bodies of water established above the high-water line
  - Accurate outlines and legal descriptions of dedications and easements
  - Building setbacks lines
  - All requirements of the King County health department applicable to the property.
  - Plat or short plat restrictions.
  - Notarized signatures of ownership and security interests in the property.
  - Certificates and Conditions of approval (including legal descriptions for public dedications and restrictions, certification by surveyor)
  - Signature blocks for city and county officials and property owners.
- 25. Tree Retention Compliance Form

## CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [Title 19A SMC](#) and [Chapter 20.05 SMC](#).

---

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Representative Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

# FINAL PLAT/FINAL SHORT PLAT APPLICATION

## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](https://www.mybuildingpermit.com).
- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Land Use	Any Project Type	Land Division	Plat – Final or Short Plat - Final
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.