

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

FEES APPLICABLE TO THIS PROJECT
Final Short Subdivision/Final Subdivision Planning Review
Environmental Checklist Review (if applicable)
Final Plat Review/Final Short Plat Engineering Review
15% Technology Fee
See current fee schedule

Code Reference

Final Plat & Short Plat Maps
SMC 21.02.060(E)

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

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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.*

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 (Square Feet)	Type	Total Area (Square Feet)
<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	_____

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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

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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 [SMC 21.02.060](#) and [SMC 21.09.010](#).

Owner Signature: _____ Date: _____

Applicant/Representative Signature (if applicable): _____ Date: _____

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ONLINE SUBMITTAL INSTRUCTIONS

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

Application Type
Land Use

Project Type
Any Project Type

Activity Type
Land Division

Scope of Work
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.