



City of Bothell

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

FINAL PLAT & SPECIFIC BINDING SITE PLAN

Online application required. Submit online at www.MyBuildingPermit.com.

27b

This intake checklist identifies minimum application elements necessary for Community Development and Public Works to accept the application for further processing. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance of an application DOES NOT guarantee completeness. The City will take up to 28 days to make a completeness determination.

Applicant: Check each box under the Applicant heading on this checklist to confirm items are included in your submittal. *If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.* A Permit Technician will check off each box under Staff when the item is confirmed to be included in the submittal package.

All items noted with an "L" next to the Applicant box must be labeled by the applicant, for file identification.

General Requirements - One copy of each item required.

- | Applicant | Staff |
|--|--------------------------|
| <input type="checkbox"/> A completed Application Form including designation by name, street and mailing address, telephone number, and relationship to the applicant, of the person to receive all determinations and notices as required by BMC Chapter 11.06.002 | <input type="checkbox"/> |
| L <input type="checkbox"/> Copy of the approved preliminary plat map | <input type="checkbox"/> |
| <input type="checkbox"/> A Completed Development Review Billing form (form D) | <input type="checkbox"/> |
| <input type="checkbox"/> Application fee due at submittal: see Land Use and Planning Fees form C | <input type="checkbox"/> |
| L <input type="checkbox"/> Per BMC 15.10.020(1)(d) Certificate of completion of one of the following alternatives: | <input type="checkbox"/> |
| (1) All improvements have been installed in accord with the requirements of these regulations and accepted by the city upon the recommendation of the city engineer as certified by the city clerk; | |
| (2) That approved plans are on file with the city engineer for all required utilities and street improvements and a cash or surety bond as provided in Chapter 15.16 BMC has been posted with the city clerk and deposited with the city treasurer. | |
| <input type="checkbox"/> An 8 1/2" x 11" copy of the map with lots numbered, showing streets, driveways and north arrow for addressing (no scale) with a completed Application for Assignment of Address form (form 54). | <input type="checkbox"/> |

Final plat requirements per 15.10.020:

- | | |
|---|--------------------------|
| L <input type="checkbox"/> Map sheets | <input type="checkbox"/> |
| L <input type="checkbox"/> Conditions of Approval | <input type="checkbox"/> |
| L <input type="checkbox"/> Copies of any information for intelligent interpretation of the map (WAC 332-130-050, see pg. 4) | <input type="checkbox"/> |
| L <input type="checkbox"/> Plat Covenants, Conditions and Restrictions | <input type="checkbox"/> |

Additional items required:

- | | |
|---|--------------------------|
| L <input type="checkbox"/> Current title report for the affected properties (prepared within three months prior to date of application) | <input type="checkbox"/> |
| L <input type="checkbox"/> Lot closure calculations submitted by the licensed land surveyor | <input type="checkbox"/> |

Specific Binding Site Plan requirements per 15.12.030(B):

- | | |
|---|--------------------------|
| L <input type="checkbox"/> Auditor's file number of the applicable general binding site plan; | <input type="checkbox"/> |
| L <input type="checkbox"/> A statement indicating that all development on the subject parcel is bound to the site plan; | <input type="checkbox"/> |
| L <input type="checkbox"/> Reference by recording number to the covenants, conditions and restrictions and property owners' association incorporation documents applicable to the property. | <input type="checkbox"/> |

The Map Format

- Size 18" x 24" w/margins per Title 59.09.050 RCW.
- Format shall be per WAC332-130-050, Survey Map Requirements.
- Final drawings shall be provided on mylar along with a digital copy on CD using the latest AutoCad format.

The Mapping Requirements:

On all sheets

- Titles block located in the lower right corner containing:
 - Final plat name
 - Quarter section or Government lot No., Section, Township and Range
 - City of Bothell
 - County, state
 - Plat number (city case no.)
 - Total project acreage (to the nearest 0.01 acre)
 - Total number of lots
 - Total number of common parcels (if applicable)
 - Assessor's parcel number
 - Name, business address, and business phone number of PLS (company) responsible for preparing the map
 - Sheet number and number of sheets
 - Date prepared
- Land surveyor seal w/signature (in permanent black ink)

First sheet only

- Recorders Certificate (lower-left corner sheet one only)
- Total number of common parcels (tracts)(if applicable) and acres;
- Vicinity map

Information sheets

- Certification by a licensed land surveyor
*I here by certify that this plat of (**PLAT NAME**) is based upon an actual survey and subdivision of (**SECTION No.**), that the courses and distances are shown correctly thereon, that the monuments have been set, and the lot and block numbers staked correctly on the ground and that I have fully complied with the provision of the platting regulations.*
- The legal description of the developed parcel from the title report
- Certificate of completion of one of the following alternatives: (if applicable)
 - (A) *All improvements have been installed in accordance with the requirements of these regulations and accepted by the City upon the recommendation of the City Engineer as certified by the City Clerk.*
 - (B) *That approved plans are on file with the City Engineer for all required utilities and street improvements and a cash or surety bond as provided in Chapter 15.16 BMC, Application Contents, has been posted with the City Clerk and deposited with the City Treasurer.*

City of Bothell approvals

DEPARTMENT OF PUBLIC WORKS

Stating: Examined and approved this (day and date)

Signed by (DIRECTOR OF PUBLIC WORKS)

DEPARTMENT OF COMMUNITY DEVELOPMENT

Stating: Examined and approved this (day and date)

Signed by (DIRECTOR OF COMMUNITY DEVELOPMENT)

COUNCIL APPROVAL

Stating: I hereby certify that the within plat of (PLAT NAME) was duly approved by the hearing examiner for the City of Bothell, Washington this (day and date)

Signed by: MAYOR, CITY OF BOTHELL

Attest: CLERK

- Dedication to the City of Bothell
- Dedication to the homeowners
- Subdivision lot restrictions
- Public easement provisions
- Private easement maintenance provisions
- Drainage tract facility provisions
- Notary Certificates
- Survey statistics

Map Sheet information:

- North arrow, to be upward facing;
- Scale, written and graphic, of 100 feet to one inch or larger;
- Symbols legend;
- Basis of bearings, tied to primary control points approved by the City of Bothell; if no coordinate system monument exists within a reasonable distance, as determined by the city engineer, a tie to a monument established by the National Geodetic Survey (NGS) shall be shown; coordinate values of any monuments used to establish coordinate ties shall be shown on the final map;
- The exterior boundary of the subdivision designated by a distinctive border;
- Reference to adjoining tracts or lots by recorded name, date, volume and page number;
- Reference to adjoining map sheets (if more than one sheet is required);
- Adjoining railroads, highways and streets;
- Existing on-site and off-site easements, denoting locations and dimensions, purpose and nature (public or private), and deed reference;
- Proposed easements, denoting locations and dimensions, and purpose and nature (public or private); Each lot shown entirely on a single sheet; no lot divided between two sheets;
- All dimensions in feet, to the hundredths of a foot;
- Pertinent record data shown in parenthesis or per legend designation (next to measured data);
- Existing monuments shown along with relevant information (found, set, retagged, or removed);
- Monuments to be set shown and labeled with relevant information (size, location, type and tag or bonded for and will be set after the final construction will be done);
- Reference to additional map sheet(s).

Street information requirements:

- Approved street names;
- Existing and proposed right-of-way widths;
- Distance from centerline to edge of right-of-way;
- Centerline monuments;
- Distance between centerline monuments;
- Centerline bearings;
- Centerline curve data (delta, radius, and length);
- Right-of-Way curve data (delta, radius, and length) if concentric length only;
- Private streets designated as such.

Lot information requirements:

- Lots numbered beginning with the numeral “1” and continuing consecutively without duplication or omission; no circles or other figures shall be placed around lot numbers except for the last number, where such placement shall be optional;
- Common tracts lettered beginning with “A” and continuing consecutively without duplication or omission; no circles or other figures shall be placed around tract letters except for the last letter, where such placement shall be optional;
- Lot line bearings and dimensions;
- Lot line curve data (delta, radius, length and radial bearings if needed);
- Survey tie to boundary, for planned unit developments or condominium “footprints”;
- Building setback lines, typical
- Critical area and buffer area boundaries (if applicable);
- Vehicular access restriction notation (if applicable);
- Any enhancements or restrictions which were made a condition of approval and which are unique to the project;
- Lot addresses (as established by the city).

Information for intelligent interpretation

- Computer printout documenting survey closure calculations for the following:
Block(s); Lots; Street centerline(s) and right(s)-of-way; Survey ties;
- Copies of records used to prepare survey including survey notes and work sheets, such as but not limited to deeds, records of survey, filed maps, recorded deeds and easements.
- Legal descriptions and drawings depicting all dedications performed by separate instrument (on-site and off-site).
- A title report confirming that the title of the lands as described and shown on the plat is in the name of the owners signing the certificate.
- An offer of dedication may include a waiver of right of direct access to any street from any property, and if the dedication is accepted any such waiver is effective. Such waiver may be required by the city council as a condition of approval. Roads not dedicated to the public must be clearly marked on the face of the plat. Any dedication, donation, or grant as shown on the face of the plat shall be considered to all intents and purposes as a quit claim deed to the donee or donees, grantee or grantees for his, her, or their use for the purpose intended by the donors or grantors as aforesaid.

Other Submittal Requirements

NOTE: Other items may be required to be submitted for a Final Plat Application to be consistent with the Bothell Municipal Code.