



FINAL SHORT PLAT

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

27a

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.

Development Services permit application requirements per BMC 11.06.002 and 15.06.020

General Requirements - One (1) copy of each item required.

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

Applicant

Staff

- 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
- L Copy of the approved preliminary short plat map
- Completed Development Review Billing form (form D)
- Application fee due at submittal: see Land Use and Planning Fees form C
- L An 8 ½ 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) or copy of assigned address letter.

Final short plat requirements per 15.06.050 - Six (6) full size copies of each item required:

Applicant

Staff

- L Map sheets
- L Conditions of Approval.....
- L Copies of any additional information for intelligent interpretation of the map (WAC 332-130-050, see pg. 4)

Additional items required:

Applicant

Staff

- L Current title report for the affected properties (prepared within three months prior to date of application) - **Four (4) copies required** (file, pln, eng, fire)
- L Lot closure calculations submitted by the licensed land surveyor - **Two (2) copies required** (file, eng)

The Map Format

- Size 18 x 24 w/margins per Title 59.09.050 RCW.
The City of Bothell has a standard format to be followed.
A digital copy in AutoCAD format or copies can be obtained
- A digital copy of this mapping will be provided to the GIS section just before signatures will be done

The Mapping Requirements

- Title block located in the lower right corner containing:
City of Bothell w/ Logo
Short plat number (city case no.)
Sheet numbers and number of sheets
Short plat name
Quarter section or Government lot No., Section, Township and Range
Date prepared
- Name, business address, and business phone number of PLS company responsible for preparing the map.
- Land surveyor seal w/signature (in permanent black ink)

First sheet only

- Certificate of consent (by owner(s)) Stating *We or I hereby certify that this short subdivision is a full and correct description of the land to be divided into (number) lots. This short subdivision has been made with free consent and in accordance with my desires. I further understand that land within this short subdivision may not be further divided by short subdivision within a five-year period immediately following approval of this plat. (Signed by all land owners of the parcels be developed)*
- Recorders Certificate (lower left corner sheet one only)
- Along the right edge Name, address and phone no. of land owner of parcel being developed;
- Total number of lots and their acreage
- Total number of common parcels (if applicable) and acres;
- Total project acreage (to the nearest 0.01 acre);
- Assessor's Parcel No's
- Vicinity map

Information sheets

- Certification by a licensed land surveyor
This short subdivision correctly represents a survey made by me or under my direction in Conformance with the requirements of the survey-recording act at the request of (parcel owner) on (date) (signed by the surveyor)
- The legal description of the developed parcel
- Certificate of completion of one of the following alternatives:
(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 approvals by Director of Community Development and Director of Public Works Stating *Examined and approved this (day and date)*
- City approval for Right-of Way dedication by the Bothell City Manager Stating *I hereby certify and approve for the City of Bothell this dedication as stated and shown hereon. (day and date)*
- Notary Certificates

Map Sheet information:

- North arrow, to be upward facing;
- Scale, written and graphic
- 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:

- Title report (prepared within the most recent three months);
- 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.
- Project conditions, covenants and restrictions.
- 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.

BMC 15.06.060 Construction of improvements:

- An approved short plat shall not be filed for record until the applicant has constructed or bonded for all improvements required by the community development director in the final decision on the short plat, pursuant to BMC 15.16.010.

Other Submittal Requirements

NOTE: The Bothell Municipal Code may be required for other items to be submitted for a Final Short Plat Application.