

## Final Short Plat Application

**Official Use Only:**

Project Number: \_\_\_\_\_

Short Plat Name: \_\_\_\_\_

### DEFINITION AND PURPOSE

A short subdivision is the division of one contiguous parcel into nine (9) or fewer lots.

### SUBMITTAL

Below are the required submittal items. Failure to submit all requested items (in a legible form) will delay processing of your application.

1.  Master Application.
2.  All required content in part I and II of the attached plan submittal checklist.
3.  Required fees paid. (Refer to current fee schedule, and/or contact a permit coordinator @ 206-973-4750 for further information).

### PROPERTY

Provide lot square footage for each **existing lot**:

Lot 1: _____	Lot 4: _____	Lot 7: _____
Lot 2: _____	Lot 5: _____	Lot 8: _____
Lot 3: _____	Lot 6: _____	Lot 9: _____

Provide lot square footage for each **proposed lot**:

Lot 1: _____	Lot 4: _____	Lot 7: _____
Lot 2: _____	Lot 5: _____	Lot 8: _____
Lot 3: _____	Lot 6: _____	Lot 9: _____

### PROFESSIONAL CONTACT INFORMATION

#### ENGINEER

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

#### SURVEYOR

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_



**HAS OWNERSHIP OF THE PROPERTY CHANGED SINCE PRELIMINARY SHORT PLAT APPROVAL?**

YES

NO

**I / WE CERTIFY THAT THE INFORMATION FURNISHED AS PART OF THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

*\*All property owners' signatures required here:*

Property Owner: \_\_\_\_\_  
Signature Print Date

Property Owner: \_\_\_\_\_  
Signature Print Date

Property Owner: \_\_\_\_\_  
Signature Print Date



# Application Checklist

**Official Use Only:**

Project Number:

Short Plat Name:

The following materials are the minimum that must be submitted to review your application. **Please do not turn in your application until all items listed below have been checked off.** Submittals will not be accepted unless complete. Return completed checklist with application.

PRE PLAN SUBMITTAL		APPLICANT	STAFF
1	STE/ROW Permits(s) approved before submittal of this application.		

PLAN SUBMITTAL		APPLICANT	STAFF
1	Six (6) final plat paper copies		
2	Final short plat drawn on an 18" x 24" sheet with a 2" margin on the left edge and one-half inch margin on the other edges.		
3	Drawn to an appropriate (20, 30, 40, or 50:1) engineering scale.		
4	Stamped by a professional Land Surveyor registered in the State of Washington.		

TITLE BLOCK		APPLICANT	STAFF
<small>*Electronic copies of the City Title Block can be obtained via web @ <a href="http://www.seatacwa.gov/home/showdocument?id=23810">http://www.seatacwa.gov/home/showdocument?id=23810</a></small>			
5	Final short plat name and file number block in upper left hand corner.		
6	Surveyor's Certification, date and stamp shown on drawing (RCW 58.09.080).		
7	Surveyor's name and address block shown on drawing.		
8	King County Recorder's signature block located on the bottom or right edge of the map (WAC 332-130-050).		
9	City of SeaTac Approval signature blocks for the Department of Community & Economic Development, Engineering Review Division and Date.		
10	Notary declaration, date and stamp certification of property owner's signature(s).		
11	Section, township, range and tax ID # shown on drawing.		
12	Addresses shown for each new lot.		

LEGAL DESCRIPTION		APPLICANT	STAFF
13	Original legal description.		
14	Current title report dated thirty (30) days or sooner prior to submittal.		

DECLARATION STATEMENT		APPLICANT	STAFF
15	Declaration statement giving full and correct description of the lands divided as they appear on the short plat, including a statement that the short plat has been made with the free consent and in accordance with the desires of the owners. (RCW 58.17.165)		
16	Declaration statement (including owner's acknowledgement) and property owner signature lines with names under the signature line(s) and date.		



<b>EASEMENTS, RIGHT OF WAY, AND BUILDABLE AREA</b>			
17	Existing public rights-of-way with name.		
18	Existing easements shown with recording numbers.		
19	Proposed easements with bearings/distance along with supporting easement language.		
20	Delineate/label private or public access on roadways.		
21	The face of the short plat containing a private road easement bears the statement: <i>"Warning: The City of SeaTac has no responsibility to build, improve, maintain, or otherwise service the private roads contained within, or providing service to, the property described in this plat."</i>		
<b>MINIMUM SURVEY REQUIREMENTS</b>			
22	All found monuments (description, type, and size) are labeled and referenced to an existing County Survey and/or Survey of Record.		
23	Vicinity map showing major roadways.		
24	Engineering scale, graphic scale and north arrow shown on drawing.		
25	Datum.		
26	Short Plat closure calculations and field notes submitted by the Surveyor.		
27	"Basis of Bearing" shown on drawing with bearings and distances on all lot sides.		
28	All curve information includes central angle (delta), radius, tangent, length or arc, and long chord bearing and distance clearly shown.		
<b>ADDITIONAL REQUIRED INFORMATION</b>			
29	Any covenants submitted to be recorded with plat.		
30	Maintenance provisions on the plat.		

<b>ITEMS TO BE REMOVED FROM PRELIMINARY FOR FINAL SHORT PLAT MAP</b>			
1	Building "pads" or "footprints".		
2	Driveway locations.		
3	Pathways/Sidewalks.		
4	Structures.		
5	Contours.		
6	Trees.		

