



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

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## FINAL PLAT APPROVAL

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### 1. City Engineer finds that all required improvements have been completed

- Applicant notifies City that construction is complete including cleanup and startup (Washington State Dept. of Transportation 1998 Standard Specifications for Road, Bridge, and Municipal Construction, 1-05.11).
- City does final inspection and issues applicant a punch list following completion of construction.
- Applicant corrects deficiencies.
- City re-inspects and determines if construction is complete.

### 2. The applicant submits certified As-Built Drawings from the design engineer

SMC 14.215.070 and City of Snohomish Public Works Design and Construction Standards 1.8.3B

### 3. City Engineer reviews and approves As-Built Drawings

- City Engineer reviews As-Built Drawings and returns them for completion or correction, or approves them.
- When the City Engineer finds that the drawings meet City requirements, the City Engineer and Public Works Director sign the reproducible copy furnished by the applicant.
- The City Engineer notifies the applicant to submit a maintenance bond and Final Plat Application.

### 4. Applicant deposits a maintenance bond with the City for the Final Plat application, in the amount of 150% of the estimated value of the required plat improvements, and for a period of 2 years (SMC 14.215.080, and Standards 1.8.2).

### 5. City Engineer reviews and approves maintenance bond amount

### 6. The City Attorney approves the form, sufficiency and manner of execution of the maintenance bond

### 7. Applicant submits the Final Plat Application

### 8. City Planner and City Engineer review Final Plat submittal for completeness

- Final plat application is reviewed for completeness. Posting of bond(s) and fees is verified.
- If not complete, the City Engineer returns the application to the applicant with a checklist of the missing materials or information.
- If the application is complete, the City Engineer will establish the date of completeness and distribute copies for comment as required.

### 9. City Engineer reviews and approves Final Plat

- The City Engineer reviews the Final Plat for compliance with the approved Preliminary plat and conditions issued with the decision, the approved construction drawings, the Snohomish Municipal Code (SMC), the Standards, and the law.
- If the Final Plat is not in compliance with the above, the City Engineer will return the plat to the applicant with a list of the deficiencies.
- If the Final Plat meets all the requirements, it receives the appropriate City approval signatures.

### 10. Final Plat is recorded

- The original of the Final Plat shall be filed for record with the County Auditor. One reproducible copy of the recorded map shall be kept on file with the Planning and Development Services Department, and one paper copy shall be filed with the County Assessor.
- Snohomish County has a Short Plat Requirement checklist which must be complied with in order to record a plat map (see the list of requirements provided with the Final Plat submittal checklist).
- Chapter 58.17RCW contains the State of Washington requirements for platting property in the state. The requirements of the Snohomish Municipal Code, together with the requirements set forth on the Snohomish County Auditor's checklist referred to above fulfill the requirements of Chapter 58.17RCW. However, it is the responsibility of the applicant to meet these requirements.



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## ENGINEERING REVIEW CHECKLIST

Final short plat applications are not processed until public improvements, as stipulated in the short subdivision preliminary approval, are complete and inspected by the City Engineer or designee. Completion must be in accordance with the approved preliminary plat, the approved construction drawings, and the standards and requirements of the development code (SMC 14.215.050). In some cases, certain incomplete improvements may be approved, in accordance with the following criteria:

- Said improvements are more practically done later, such as the final lift of asphalt surfaces which might otherwise be marred by heavy equipment, or recreational equipment which might be vandalized if installed before the subdivision is populated, or street trees and other landscape and mitigation plantings which are better installed in a different season.
- The applicant deposits a performance bond or cash surety, with the City as beneficiary, in an amount not less than 150% of the City Engineer's cost estimate for the remaining improvements.
- Said bond or surety specifies a period within which to complete the improvements, which period shall not exceed 2 years from the date of final plat approval.

The following procedure is set forth by the City of Snohomish for Final Plat approval, as set forth in Snohomish Municipal Code 14.215.

DATE	ACTION
	Applicant notified to submit Maintenance Bond for approval
	City Engineer reviews and approves bond amount
	City Attorney reviews and approves bond to form, sufficiency, and manner of execution
	Bond amount approved
	Final inspection by City
	Punch-list issued to applicant following completion of construction
	Applicant corrects deficiencies
	City re-inspects and determines if construction is complete
	Applicant submits certified As-built drawings from Design Engineer
	City reviews and approved As-builts, or returns them to applicant for corrections
	City Engineer reviews the Final Plat for compliance with the following:
	<input type="checkbox"/> Approved Preliminary Plat, and the conditions issued with the decision
	<input type="checkbox"/> Approved construction drawings
	<input type="checkbox"/> Snohomish Municipal Code
	<input type="checkbox"/> Engineering Design & Construction Standards
	<input type="checkbox"/> RCW / WAC
	City Engineer approves the Final Plat
	Applicant submits final As-built drawings of water, sewer, road and storm water drainage system plans in DIGITAL FORMAT, WITH ONE SET OF WET-STAMPED MYLARS
	As-built drawings reviewed and approved by City Engineer and Planning Director
	City Engineer establishes date of completeness of application, distributes copies for comments
<b>FINALIZE PLAT</b>	
	City Council reviews and approves Final Plat and accepts improvements
	City Engineer accepts and signs the bill of sale for such improvements
	Applicant records the original Final Plat with the Snohomish County Auditor
	Applicant returns a conformed copy of the recorded plat map to the City