



## PUBLIC WORKS DEPARTMENT

# FINAL PLAT REVIEW CHECKLIST

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Project No.: \_\_\_\_\_

By: \_\_\_\_\_

Circled items need to be addressed.      Checked items are complete.

1. \_\_\_\_\_ Copy of this checklist, filled out, signed and stamped by P.E. or P.L.S.
2. \_\_\_\_\_ Name of plat shown.
3. \_\_\_\_\_ City file number shown.
4. \_\_\_\_\_ S-T-R shown. (WAC)
5. \_\_\_\_\_ Each sheet, of a multiple sheet recording, has sheet number and total number of sheets shown. (WAC)
6. \_\_\_\_\_ Scale of drawing and graphic scale shown. (WAC) (Not smaller than 1"=100')
7. \_\_\_\_\_ Date of drawing shown.
8. \_\_\_\_\_ Vicinity Map of sufficient scale.
9. \_\_\_\_\_ Previous subdivision lots, blocks, streets shown screened back (grayscale) and easements shown as dotted lines.
10. \_\_\_\_\_ Proposed lot lines shown as solid lines.
11. \_\_\_\_\_ Lots consecutively numbered.
12. \_\_\_\_\_ Proposed lot areas shown.
13. \_\_\_\_\_ North arrow shown. (WAC)
14. \_\_\_\_\_ Basis of bearing shown. (WAC)
15. \_\_\_\_\_ Vertical and horizontal datums. (NGVD-29, NAVD-88, NAD-83/91) (WAC)
16. \_\_\_\_\_ Distances in feet and decimals of a foot. (WAC)

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17. \_\_\_\_\_ Bearings, angles or azimuths in degrees, minutes and seconds. (WAC)
18. \_\_\_\_\_ Radius, delta and arc length of curves shown. (WAC)
19. \_\_\_\_\_ Minimum text size 0.10".
20. \_\_\_\_\_ Protected Critical Area (PCA) boundaries, buffers, buffer averaging and calculation summary table, top of steep slope boundaries and buffers, etc.
21. \_\_\_\_\_ No adhesive material used. (WAC)
22. \_\_\_\_\_ Suitable for microfilming (uniform contrast). (WAC)
23. \_\_\_\_\_ Deed calls at variance with survey. (WAC)
24. \_\_\_\_\_ Reference record survey with conflicting corner position shown. (WAC)
25. \_\_\_\_\_ Legal description of existing lot(s) shown. (WAC)
26. \_\_\_\_\_ Location of all structures shown on lots with distances shown to existing and proposed lot lines if within 50'.
27. \_\_\_\_\_ Location of all existing easements shown and recording number.
28. \_\_\_\_\_ Proposed easements shown.
29. \_\_\_\_\_ Purpose of any area dedicated or reserved for public use shown.
30. \_\_\_\_\_ Common use area for all property owners shown.
31. \_\_\_\_\_ Location, width, classification (principal, secondary, collector arterial, minor collector, or local access), and names of existing abutting streets shown.
32. \_\_\_\_\_ Meander lines or reference lines along bodies of water shall be established above, but not farther than 20' from the high waterline of such water.
33. \_\_\_\_\_ Building setback lines, (BSBL) Building footprint(s), or Building envelope(s).
34. \_\_\_\_\_ Permanent survey control monuments set. Plat corners: 2"Ø pipe, 24" long filled with concrete or approved equal. Lot corners: ½" reinforcing bar (rebar) with cap, ¾" galvanized iron pipe or equal. Street monuments set after paving at road intersections, PC's, PT's or PI's.
35. \_\_\_\_\_ Closing calculations for plat boundaries, roadways, and each lot showing acceptable closing of set monumentation turned in with final plat.
36. \_\_\_\_\_ Identification of all controlling corners used (i.e. calculated, found, established or reestablished). (WAC)
37. \_\_\_\_\_ Existing monuments of record with physical description and date visited of all monuments shown. (WAC)
38. \_\_\_\_\_ Equipment and procedures used statement shown. (WAC)
39. \_\_\_\_\_ Name, address and phone number of PLS shown. (WAC)

40. \_\_\_\_\_ PLS certification, signature and seal shown on each sheet. (WAC)
41. \_\_\_\_\_ Signature lines for Director of Public Works / City Engineer, Planning Director, City Clerk, and Mayor provided.
42. \_\_\_\_\_ Line for date and time of recording provided. (WAC)
43. \_\_\_\_\_ All signatures in black, reproducible ink.
44. \_\_\_\_\_ Name and address of all vested owners provided.
45. \_\_\_\_\_ Title report not older than 30 days from the date application was received. Date application was received: \_\_\_\_\_.
46. \_\_\_\_\_ Computer printout of existing lot and/or tract closure(s).
47. \_\_\_\_\_ Computer printouts of proposed lot and/or tract closure(s) and boundary closure.
48. \_\_\_\_\_ Health Department approval letter for on-site systems.
49. \_\_\_\_\_ Statement of approval of water system from Skagit P.U.D. No. 1.
50. \_\_\_\_\_ Letter of Water Availability signed within one year of the date of application.
51. \_\_\_\_\_ Letter of Sewer Availability signed within one year of the date of application.
52. \_\_\_\_\_ Location(s) and size(s) of open space(s).
53. \_\_\_\_\_ Conforms to approved Preliminary Plat drawing.
54. \_\_\_\_\_ Conforms to approved Engineering (Construction) drawings.
55. \_\_\_\_\_ Roadway intersection  $90^{\circ} \pm 5^{\circ}$ .
56. \_\_\_\_\_ Cul-de-sac length less than 300'. If longer, verification of written modification request and approval by Director of Public Works / City Engineer.
57. \_\_\_\_\_ Proposed street section(s).
58. \_\_\_\_\_ Access location for each lot.
59. \_\_\_\_\_ Steep slope areas desirable to have roads parallel to slope.
60. \_\_\_\_\_ Conforms to conditions of Hearings Examiner's or Planning Commission report.
61. \_\_\_\_\_ Traffic pro-rata share paid. (If applicable) \$\_\_\_\_\_
62. \_\_\_\_\_ Storm drainage pro-rata share paid. (If applicable) \$\_\_\_\_\_
63. \_\_\_\_\_ Field verify lot corners and monumentation set as indicated.
64. \_\_\_\_\_ Rights-of-Way dedicated by Statutory Warranty deed with recording number shown on the face of the plat.

65. \_\_\_\_\_ Real Estate Excise Tax form filed with Treasurer.
66. \_\_\_\_\_ Address blanks for each lot shown. (RCW) Add note "Any addresses shown are preliminary only and subject to change."
67. \_\_\_\_\_ Sedro-Woolley spelled correctly with a hyphen.
68. \_\_\_\_\_ Stamped and signed "As-Built" plans for stormwater facilities and storm and sewer conveyance, showing as-built values and surveyed elevations beside crossed-out design values.
69. \_\_\_\_\_ Original sheets shall be good quality, three mil. or thicker, mylar or approved equal.
70. \_\_\_\_\_ Mylar copy and paper blue-line copy of recorded original returned to City of Sedro-Woolley Public Works / Engineering Department.
71. \_\_\_\_\_ Copies of deeds, covenants, restrictions, and/or collective maintenance agreements together with documents which establish and govern any homeowners' association, if applicable.
72. \_\_\_\_\_ Certificates from the County and City Treasurer that all taxes and assessments have been paid.
73. \_\_\_\_\_ 12-month performance bond for completion of improvements and 24-month maintenance bond for all works to be turned over to the City, private homeowners, or homeowners associations. (i.e. Sewer, Stormwater, Streets, Landscaping, etc.)
74. \_\_\_\_\_ Inscriptions for dedications, easements, acknowledgements, surveyors certificate, surveyor's narrative, and auditor's certificate as customarily provided (copy of acceptable inscription format available at City Hall).
75. \_\_\_\_\_ Centerlines of all streets, with bearings, distances, and radii, delta, and arc length of curves.
76. \_\_\_\_\_ As-built topography shown screened back, (grayscale) indicated by one-half to two-foot contours for slopes less than 20% and five-foot contours for slopes greater than 20%. Necessary unless waived by Director of Public Works / City Engineer.
77. \_\_\_\_\_ The note: "All runoff from impervious surfaces and roof drains shall be directed so as not to adversely affect adjacent properties" shown on the face of the plat.
78. \_\_\_\_\_ Other information deemed necessary by the planning director, planning commission, City Council, Director of Public Works, or City Engineer. (LIST)

Updated 3/8/06.

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