



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)

INSERT SIGNED STAMP HERE

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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