



# PUBLIC WORKS DEPARTMENT

## SHORT PLAT REVIEW CHECKLIST

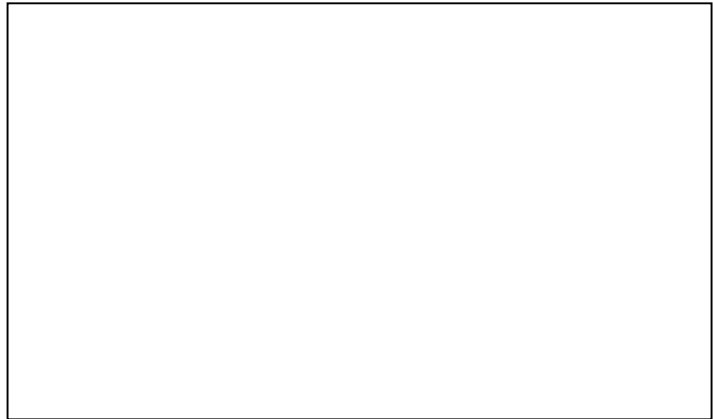
Project Name: \_\_\_\_\_

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. \_\_\_\_\_ City File Number shown.
3. \_\_\_\_\_ S-T-R shown. (WAC)
4. \_\_\_\_\_ Each sheet, of a multiple sheet recording, has sheet number and total number of sheets shown. (WAC)
5. \_\_\_\_\_ Tax lot numbers shown on all full or partial parcels.
6. \_\_\_\_\_ Adjacent parcel and property lines with ownership and Tax parcel number(s) within 100' around proposed plat shown.
7. \_\_\_\_\_ Vicinity map of sufficient scale.
8. \_\_\_\_\_ City standard Short Plat title block used. 2" binding edge x 1/2" edges.
9. \_\_\_\_\_ Scale of drawing and graphic scale shown. 1" =50' or larger. (WAC)
10. \_\_\_\_\_ Date of drawing shown.
11. \_\_\_\_\_ Previous subdivision lots, blocks, streets shown screened back (grayscale) and easements shown as dotted lines.
12. \_\_\_\_\_ Proposed lot lines shown as solid lines.
13. \_\_\_\_\_ Proposed lot areas shown.
14. \_\_\_\_\_ Lots consecutively numbered.
15. \_\_\_\_\_ North arrow shown. (WAC)
16. \_\_\_\_\_ Basis of bearings shown. (WAC)
17. \_\_\_\_\_ Horizontal and Vertical datums (NAD 83/91, NAVD-88, NGVD-29, etc.). (WAC)

18. \_\_\_\_ Distances in feet and decimals of a foot. (WAC)
19. \_\_\_\_ Bearings, angles or azimuths in degrees, minutes and seconds. (WAC)
20. \_\_\_\_ Radius, delta and arc length of curves shown. (WAC)
21. \_\_\_\_ Minimum text size 0.10".
22. \_\_\_\_ No adhesive material used. (WAC)
23. \_\_\_\_ Suitable for microfilming (uniform contrast). (WAC)
24. \_\_\_\_ Protected Critical Area (PCA) boundaries, buffers, buffer averaging and calculation summary table, top of steep slope boundaries and buffers, etc.
25. \_\_\_\_ Deed calls at variance with survey. (WAC)
26. \_\_\_\_ Reference record survey with conflicting corner position shown. (WAC)
27. \_\_\_\_ Legal description of existing lot(s) shown. (WAC)
28. \_\_\_\_ Location of all structures shown on lots with distances shown to existing and proposed lot lines if within 50'.
29. \_\_\_\_ Location of all existing locatable easements shown and recording number.
30. \_\_\_\_ Description and recording number noted of non-locatable easements.
31. \_\_\_\_ Proposed easements shown.
32. \_\_\_\_ Purpose of any area dedicated or reserved for public use shown.
33. \_\_\_\_ Common use area for all property owners shown.
34. \_\_\_\_ Finish-grade and existing ground contours shown at one-half to two-foot intervals for slopes < 20% and five-foot intervals for slopes 20% or greater. Contours shall extend one-hundred feet (100') beyond property lines or catch points; whichever is greater. Existing contours shall be shown screened back. (Grayscale)
35. \_\_\_\_ Location, width, classification (principal, secondary, collector arterial, minor collector, or local access), and names of existing abutting streets shown.
36. \_\_\_\_ Location of all monuments found and set shown. (WAC)
37. \_\_\_\_ 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.
38. \_\_\_\_ Building setback lines, (BSBL) Building footprint(s), or Building envelope(s).
39. \_\_\_\_ Permanent survey control monuments set. Lot corners:  $\frac{3}{4}$ " galvanized iron pipe,  $\frac{1}{2}$ " reinforcing bar (rebar) or equal. Street monuments set after paving at road intersections, PC's, PT's or PI's.
40. \_\_\_\_ Identification of all controlling corners used (i.e. calculated, found, established or reestablished). (WAC)
41. \_\_\_\_ Physical description and date visited of all monuments shown. (WAC)

42. \_\_\_\_\_ Equipment and procedures used statement shown. (WAC)
43. \_\_\_\_\_ Name, address and phone number of P.L.S. shown. (WAC)
44. \_\_\_\_\_ P.L.S. certification, signature, and seal shown. (WAC)
45. \_\_\_\_\_ Signature lines for Director of Public Works / City Engineer, Planning Director, and Mayor provided.
46. \_\_\_\_\_ All signatures in black, reproducible ink.
47. \_\_\_\_\_ Line for date and time of recording provided.
48. \_\_\_\_\_ Names of all vested owners provided.
49. \_\_\_\_\_ Title report not older than 30 days from the date of application. Date application was received: \_\_\_\_\_.
50. \_\_\_\_\_ Computer printout of existing lot and/or tract closure(s).
51. \_\_\_\_\_ Computer printouts of proposed lot and/or tract closures(s) and boundary closure.
52. \_\_\_\_\_ Health Department approval letter for on-site systems.
53. \_\_\_\_\_ Letter of Water availability signed within one year of the date of application.
54. \_\_\_\_\_ Letter of Sewer Availability signed within one year of the date of application.
55. \_\_\_\_\_ Location(s) and size(s) of open space(s).
56. \_\_\_\_\_ Roadway intersection  $90^{\circ} \pm 5^{\circ}$ .
57. \_\_\_\_\_ Cul-de-sac length less than 300'.
58. \_\_\_\_\_ Proposed street section(s).
59. \_\_\_\_\_ Access/driveway locations for each lot.
60. \_\_\_\_\_ Steep slope areas desirable to have roads parallel to slope.
61. \_\_\_\_\_ Conforms to approved Engineering (Construction) drawings.
62. \_\_\_\_\_ Storm drainage pro-rata share paid. (If applicable) \$\_\_\_\_\_
63. \_\_\_\_\_ Field verify lot corners and monumentation set as indicated.
64. \_\_\_\_\_ Permanent black ink on Mylar or photo Mylar with a fixed halide base. (WAC)
65. \_\_\_\_\_ Mylars signed by owners and notarized.
66. \_\_\_\_\_ Check for recording fee included, made payable to "Skagit County Auditor." Recording fee for a one page document is \$38.00. Each additional sheet is \$5.00. (SC)
67. \_\_\_\_\_ Right-of-Ways dedicated by Statutory Warranty deed with recording number shown on the face of the plat.
68. \_\_\_\_\_ Real Estate Excise Tax form filed with Treasurer.

69. \_\_\_\_\_ Address blanks for each lot shown. (RCW) Add note "Any addresses shown are preliminary only and subject to change.
70. \_\_\_\_\_ Sedro-Woolley spelled correctly with a hyphen.
71. \_\_\_\_\_ Original sheets shall be good quality, three mil. or thicker, mylar or approved equal.
72. \_\_\_\_\_ Mylar copy and paper blueline copy of recorded original returned to City of Sedro-Woolley Public Works / Engineering Department.
73. \_\_\_\_\_ 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.
74. \_\_\_\_\_ Copies of deeds, covenants, restrictions, and/or collective maintenance agreements together with documents which establish and govern any homeowners' association, if applicable.
75. \_\_\_\_\_ Certificates from the County and City Treasurer that all taxes and assessments have been paid.
76. \_\_\_\_\_ If construction plans are necessary, 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.)
77. \_\_\_\_\_ 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).
78. \_\_\_\_\_ Centerlines of all streets, with bearings, distances, and radii, delta, and arc length of curves.
79. \_\_\_\_\_ 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.
80. \_\_\_\_\_ 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.
81. \_\_\_\_\_ Other information deemed necessary by the planning director, planning commission, City Council, Director of Public Works, or City Engineer. (LIST)

Revised 03/08/06

y:\swdds\sw-c-list short plat.doc