



Final Short Plats & Long Plats Permit Checklist

Project File Number: _____ **Accepted By:** _____

Project Name: _____ **Date:** _____

Final Plat (Short or Long)

(Please review LSMC 14.18.030-.055 content of the Final Plat in addition to the below)

Applicant/Staff Verify

- / **Completed Type II Application** for Short Plat or **Type IV Application** for Long Plat (2 copies)
- / Intake Fee (see current Fee Schedule)
- / 2 copies of a current (*within 30 days of application*) Title Report containing the following:
 - / A legal description of the total parcel sought to be subdivided.
 - / A list of those individuals, corporations, or other entities holding an ownership interest in the parcel.
 - / Any easements or restrictions affecting the property with a description, purpose, and reference the recording number.
 - / Any encumbrances, delinquent taxes or assessments on the property.
 - / If lands are to be dedicated or conveyed to the City as part of the subdivision, an American Land Title Association title policy shall be required.
- / 3 copies of the plat document that complies with the approval by the Preliminary Plat. In addition to the items required for the preliminary approval please provide the following:
 - / Certification from a professional land surveyor, licensed in the State of Washington, as to the survey data, layout of streets, alleys and other rights of way.
 - / The document must be suitable for recording a plat with the Snohomish County Recorder's Office. Please contact the Recorder's Office to confirm the current standards.
 - / Approval signature blocks for the owners, surveyor, City of Lake Stevens Planning Director, Public Works Director (for projects with public improvements or ROW dedications), City of Lake Stevens Treasurer, Snohomish County Treasurer and Snohomish County Auditor.
- / Lot closure calculations
- / Plat acceptance letters from PUD Water and Lake Stevens Sewer District
- / Bonds (verify bond amounts with the Planning Division prior to ordering)
- / An approved subdivision name reservation from the Snohomish County Auditor's Office (does not apply to short plats/subdivisions).
- / An electronic EXCEL database file containing the names and addresses of "owners of real property within 300 feet of the project site, or 20 property owners whichever results in more property owners being noticed" per LSMC 14.16A.225.
- / The Planning Director may require the applicant to submit additional materials.

**Final Plat applicants must submit their final plat documents to Snohomish County Assessor's Office for segregation review. This can be done during the City's review of the Final Plat.*