

# Final Plats and Final Binding Site Plan – Supplemental Application Pages

- Notes: 1. These supplemental pages are also applicable to fee simple unit lot subdivision with 10 or more lots.  
2. For amendments to final plats and final binding site plans, separate application forms are available for that purpose.

## Title Report:

Have you included with this application a title report dated by the title company within thirty (30) days of the date of submitting this application?  Yes  No\*

Does the title report confirm that the title of the lands as described and shown on the proposed plat are in the name of the owner(s) signing the certificate or instrument of dedication?  Yes  No\*

**Additional Required Submittals:** Please confirm that the following additional materials and information are included with this final plat application: (Required for both final plats (including fee simple) and final binding site plans):

**Final Plat Map:** One black-line paper or velum original and seven copies of the final plat map.  Yes  No\*

Does the final plat map reflect the same form and layout as approved, or as conditionally approved, for the preliminary plat or preliminary binding site plan?  Yes  No\*

Does the final plat include certifications and dedications in the forms described in MTMC Section 17.070.050, including:

1. Certificate of Dedication?  Yes  No\*
  - i. Has the certificate of dedication been signed by the owners or contract purchaser?  Yes  No\*
  - ii. Has the certificate of dedication been notarized, and is the notary's certificate on the plat?  Yes  No\*
2. Surveyor's Certificate, *with signature, expiration date, and date of signature*?  Yes  No\*

Note: By signing the surveyor's certificate, the surveyor attests that he or she has complied with all provisions of statutes and platting regulations, which includes the survey requirements of Chapter 58.09 RCW and RCW 58.17.250. Such compliance and certification of compliance is required in order for a final plat application to be deemed complete.

3. City Engineer's Signature block?  Yes  No\*
4. Community & Economic Development Director's signature block?  Yes  No\*
5. City Council Approval block with signature lines for City Clerk and Mayor?  Yes  No\*
6. City Finance Director's signature block?  Yes  No\*
7. County Treasurer Signature block?  Yes  No\*
8. County Auditor's Signature block?  Yes  No\*

Have the corners of each lot, tract or parcel as shown on the approved preliminary plat been staked with corner monuments?  Yes  No\*

Does the final plat reflect a final survey of the lots as staked and monumented?  Yes  No\*

Are the lots as shown on the final plat in substantially the same location as the lots shown on the approved preliminary plat?  Yes  No\*

Are the lot dimensions as shown on the final plat within 2% of the lot dimensions approved on the preliminary plat?  Yes  No\*

**Installation of Required Public Facilities:** All public facilities required under the preliminary plat approval must be installed prior to approval of the final plat unless a Subdivision Improvement Agreement allowing deferral of installation of the improvements has been approved by the City.

Have all public facilities required by the preliminary plat approval been installed?  Yes  No

If no, has a Subdivision Improvement Agreement been applied for and approved pursuant to the provisions of MTMC Section 17.06.050?

N/A (Required improvements have been installed)  Yes  No\*

If public facilities have not been installed and a Subdivision Improvement Agreement has not already been applied for and approved, is an application for a Subdivision Improvement Agreement as described and defined in MTMC Section 17.06.050(G) included with this final plat application, and, if so, do you agree to waive your rights to have a decision rendered on this final plat application within the 30 day time frame established under Section 17.07.070 in order for the City to process the Subdivision Improvement Agreement concurrent with this final plat application?

N/A (Required improvements have been installed)  Yes  No\*

If you answered "yes" to the above question, please sign and date here to confirm your waiver agreement:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Does the application for a Subdivision Improvement Agreement include cost information as specified in MTMC Section 17.07.040(E)?  N/A (Required improvements have been installed)  Yes  No\*

**Additional Submittal Requirements for Binding Site Plans or Fee Simple Unit Lot Subdivisions:** In addition to the above information, additional information is required for both binding site plans and fee simple unit lot subdivisions. This application is associated with:

Binding Site Plan  Fee Simple Unit Lot Subdivision  Neither

If you checked either the Binding Site Plan or Fee Simple Unit Lot Subdivision box, please proceed and confirm that the following materials and/or information are included with this application:

**1. Final Plans and documents:** Seven copies and one original final site plan, elevations drawing, landscape plan and other plans and documents as required under the preliminary plat or preliminary binding site plan process that reflect and incorporate all conditions of approval specified in the preliminary plat or preliminary binding site plan decision.  Yes  No\*

**2. Formatted for Recording:** Each document is prepared and formatted for recording with the Snohomish County Auditor including, but not limited to, size and border requirements.  Yes  No\*

If you answered no, are there drawings that cannot be made to conform to County recording requirements because of shading, hatch marks and/or similar formatting techniques that are needed for clarity or to otherwise illustrate conformance to City development standards?  Yes  No  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If there are documents associated with the binding site plan that cannot be recorded for reasons you explained above, are said documents referenced on the otherwise recordable documents with clear notation that said documents are on file with the City of Mountlake Terrace?

N/A (There are no unrecordable documents)  Yes  No

3. **Document Labels:** Each document is labeled with clear reference to the name and file number (as provided by the City) of the approved binding site plan.  Yes  No\*
4. **Collated Documents:** All documents associated with the final binding site plan, including the site plan, the plat map, elevation drawings, landscape plan, lighting plan, etc. are collated into a single recordable document. (Does not include engineering drawings).  Yes  No\*
5. **Document Cover Page:** The collated document includes a cover page that identifies the title and all contents and documents associated with the approved binding site plan or fee simple unit lot subdivision.  Yes  No\*
6. **Signature Block for CED Director:** The Cover page includes a signature block for the City of Mountlake Terrace Community & Economic Development Director.  Yes  No\*
7. **As-built Drawings in Relation to Preliminary Plat:** As-built drawings of all site improvements and landscaping in relation to lot lines approved for preliminary binding site plan.  Yes  No\*
8. **As-built Drawings in Relation to Final Plat:** As-built drawing of all site improvements and landscaping in relation to final lot lines.  Yes  No\*

Note: Lot dimensions, distances and bearing on final binding site plan plat may vary by no more than 0.25% from dimensions, distances and bearings on approved preliminary binding site plan. Deviations exceeding 0.25% will require application to amend the preliminary binding site plan.

**Applicant's Signature:** I certify to the best of my knowledge that the information provided on these supplemental application pages is true and correct.

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

*Note: All fields must be completed, including blank lines and check boxes. Any check box marked "no" that is demarcated by an asterisk could result in the application being deemed incomplete.*