



Final
– SUBDIVISION PLAT –
SUPPLEMENTAL APPLICATION FORM

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OFFICE USE ONLY

Application No: LUP _____ Is a Master Land Use Application form attached? Yes No

If no, do not accept this form.

Name of Subdivision: _____

Definition:

A final plat is defined as, “the final drawing, map or chart of a subdivision of land which has been accurately surveyed, and such survey marked on the ground so that streets, alleys, blocks, lots and other divisions thereof can be identified, and which has been prepared for filing with the county auditor and contains all elements required by this title [Title 17]” (NMC 17.10.305).

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.

Phasing of plat Improvements. Does the final plat submittal reflect the entire site to be platted or an approved phase of the platted site (check appropriate box)?

- Entire platted site Approved phase of platted site (Phase # _____)

Additional Required Submittals: Please confirm that the following additional materials and information are included with this final plat application, either as a hard copy or in electronic format:

Final CC&R’s. Final covenants, conditions and restrictions (CC&Rs) are required. Are the required CC&R’s submitted with this application? Yes No*

Final Plat Map: This application requires submittal of the final plat of survey (final plat map), drawn on one or more sheets, drawn to a preferable scale of 1" = 20', but not less than one inch equal to 100 feet, on sheet size(s) of 18 inches by 24 inches with a one-half inch border on the top, bottom and right-hand margins and a two inch border on the left-hand or binding margin, with North indicated. Is the final plat map as described submitted with this application? Yes No*

Conformance with Preliminary Plat: Does the proposed final plat substantially conform to the layout and design of the approved preliminary plat, including any conditions of preliminary plat approval? Yes No

If no, please describe and explain deviations from the approved preliminary plat.

Plat Map Information: Does the final plat map include the following information?

1. The boundary lines of the tract to be platted and the proposed interior lot lines, and relationship to adjacent properties (heavy line weight); Yes No*
2. All bearings and dimensions along the lines of each lot together with any other data necessary for the location of any lot lines in the field, referenced to the Washington Coordinate System, WM Zone; (medium line weight); Yes No*
3. Location of monuments or evidence used as ties to establish the boundaries (medium line weight); Yes No*
4. The boundary and dimensions of the "original tract," including its bearings and length of all boundary lines, assessor's parcel number, section, township and range; Yes No*
5. Any necessary easements for improvements to be retained on the site including, but not limited to, structures, utilities, stormwater systems, and underground storage tanks (fine line weight); N/A Yes No*
6. Location and dimensions of all easements and/or streets (public and private) and identifying names of such, both within or adjoining the subdivision plat, and applicable city or county file numbers (fine line weight); Yes No*
7. The width and location of access to all lots proposed within the subdivision (medium line weight); Yes No*
8. The number assigned to each lot (heavy line weight); Yes No*
9. The boundaries of all lands reserved in the deed for common use of the property owners of the subdivision or dedicated to the public (heavy line weight); N/A Yes No*

Easements: Are there any proposed easements on the plat? Yes No

If yes, does the plat map include easement language in the form described in Appendix A of this application form? N/A Yes No*

Road Dedicated to the Public: Are there any roads within the plat that will be dedicated to the public? Yes No

If yes, does the plat map include the dedication certificate in the form described in Appendix A of this application form? N/A Yes No*

Other Certificates on Plat Map: Does the plat map include certificate blocks for (a) the surveyor, (b) the City Mayor, (c) the City Engineer, (d) the City Community Development Director, (e) the County Finance Division, and (f) the County Recorder, in the forms described in Appendix A of this application form? (Note: The certificates are provided for review of format only; they will not be signed until after final plat approval, which is a separate application). Yes No*

Corner Staking & Survey: Has a registered land surveyor staked the corners of the lot or tract to be platted, and does the submitted proposed subdivision plat reflect those corner markers? Yes No*

Associated Applications: Is the final plat associated with a Planned Unit Development? Yes No

If yes, please check the appropriate box:

- A final PUD was approved with the preliminary plat; or
- An application for final PUD is submitted with this final plat application; or
- Final PUD has not been approved and an application is not being submitted at this time.

[Note: Lack of final PUD approval may be cause for denying final plat approval]

Mailing Labels: Two sets of mailing labels for all property owners within 500 feet of any boundary of the site. Are mailing labels provided: Yes No*

Applicant's Statement: I _____ (name) hereby affirm, under penalty of perjury, that I am the applicant of this proposal and that the property(ies) affected by this application, including any easements, is(are) under my exclusive ownership, or that this application has been submitted with the consent of all owners of the affected property(ies), including any easements. I further hereby affirm that the foregoing statements and answers are in all respects true and correct as to my understanding and belief as to those matters.

Signature: _____ Date: _____

Appendix A

Subdivision Plat
Certificates, Dedication & Easements

(See RCW 58.17.160)

- 1. **Dedication of Roads to Public:** Roads dedicated to the public must be clearly marked on the face of the plat. Any dedication, donation or grant as shown on the face of the plat shall be considered, to all intents and purposes, as a quitclaim deed to the said donee, grantee or grantees, for his, her or their use for the purpose intended by the grantors or donors. The following certificate shall be included on the face of the plat:

Know All Men by these Presents that we, the undersigned owners in the fee simple or contract purchaser and mortgage holder of the land hereby platted, hereby declare this plat and dedicate to the use of the public forever all streets and avenues shown thereon and use thereof for all public purposes not inconsistent with the use thereof for public highway purposes; also the right to make all necessary slopes for cuts and fills upon the lots and blocks shown on this plat in the original reasonable grading of the streets and avenues shown hereon. The undersigned owners hereby waive all claims for damages against any governmental authority that may be occasioned to the adjacent land by the established construction, drainage and maintenance of said road. This subdivision has been made with our free consent and in accordance with our desires.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this ___ day of _____, 20__.

[Signature blocks and Notary Certificate to follow. The forms for notary certificates are set forth in RCW 42.44.100].

- 2. **City Mayor’s Certificate.**

This plat was approved by the Newcastle City Council on _____. Examined and signed by me this ___ day of _____, 20__.

_____, Mayor, City of Newcastle

- 3. **City Engineer’s Approval.**

I hereby certify that this plat is consistent with all applicable City improvement standards and requirements in force on the date of plat approval. I have approved this final plat as to the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems and other structures. Examined and approved by me this ___ day of _____, 20__.

City Engineer, City of Newcastle

- 4. **Community Development Director’s Approval.**

This plat complies with all requirements of Title 17 of the Newcastle Municipal Code and all required improvements associated with this subdivision have been installed or otherwise secured through a bond or other security acceptable to the City. Examined and approved by me this ___ day of _____, 20__.

Community Development Director, City of Newcastle

5. Surveyor's Certificate.

I hereby certify that the plat for _____ is based upon a complete and actual survey and division of Section __, Township __, Range __, East W.M.; that the courses and distances are shown correctly thereon, that the monuments have been set and the lot and block corners staked correctly on the ground; that this is a true and correct representation of the lands actually surveyed and that I have fully complied with the provisions of the statutes and platting regulations.

Certificate: _____
Expiration: _____
Date: _____

6. County Finance Division Approval.

This is to certify that all taxes heretofore levied and which has become a lien upon the lands herein described, have been fully paid and discharged, and that there are no delinquent special assessments certified to this office for collection on any of the property herein containing streets, alleys, or for any other public use, according to the records of my office, up to and including the year ____.

Executed this ___ day of _____, 201_.

Authorized Representative Finance, King County

7. County Recorder.

Filed at the request of _____, this day of _____, _____ 20____, and recorded in Volume ___ of Plats, page(s) _____, Records of _____ County, Washington.

County Recorder, King County

8. Easements (Sample Utility Easement).

An easement is reserved for and granted to (the names of all the utilities, public and private, serving the area) and their respective successors and assigns under and upon the exterior ten (10) feet of front boundary lines of all lots and tracts, in which to install, lay, construct, renew, operate, maintain and remove utility systems, lines, fixtures and appurtenances attached thereto, for the purpose of providing utility services to the subdivision and other property, together with the right to enter upon the lots and tracts at all times for the purposes stated, with the understanding that any grantee shall be responsible for all unnecessary damage it causes to any real property owner in the subdivision by exercise of rights and privileges herein granted.