



FINAL LONG PLAT CHECKLIST

The following information will need to be gathered prior to applying for final plat (will be needed to fill out the online form):

1. Applicant name and information- include mailing address, phone and email address.
2. Property owner name and information- include mailing address, phone and email address.
3. The associated Preliminary Plat number (FYI- A new number will be assigned for the final application)
4. Site Information of all parcels involved:
 - a. Any existing site addresses
 - b. Assessor's tax parcel numbers
5. Surveyor contact information, including phone and email address.
6. Total acreage of project site.
7. The number of lots designated for each of the following: Single family, townhome, duplex, multifamily, commercial and/or industrial.
8. The average lot area.
9. The smallest lot area.
10. Total area (acres or square feet) designated as Parks.
11. Total area (acres or square feet) provided for any Soils and Vegetation Preservation Areas.
12. Total area (acres or square feet) in public streets and/or private streets to be developed.

The following documents meeting the Document Submission Standards (see handout for information) will need to be uploaded within two (2) business days of completing the online application. Failure to do so may result in cancellation of the application.

Certificate A certificate by the City of Olympia's Public Works Department that the subdivider has complied with one of the following:

- All improvements have been installed in accordance with the requirements of this title and with the action of the city council giving approval of the preliminary plat.
- An agreement and bond have been executed as provided for in Chapter 17.44 to assure completion of required improvements.

Final Plat Map Signed and sealed by a Licensed Land Surveyor. (See Final Map requirements on page 2)

Title Report A certificate of title by a recognized title insurance company, dated not to exceed thirty days prior to submitting a plat for final Approval, showing the names of all persons with a real or possessory interest in the property whose consent is necessary to dedicate streets and other easements shown upon said plat map.

Lot Closures

1. Mathematical boundary closures of the subdivision showing the error of closure, if any. All calculations shall be referenced to the Olympia coordinate system.
2. The mathematical lot closures and street centerline closures and square footage of each parcel. All calculations shall be referenced to the Olympia coordinate system.

Deed Restrictions. A copy of any deed restrictions applicable to the subdivision.

Dedication Documents. A copy of any dedication requiring separate documents.

If your plat consists of **Townhome** development the following will be needed:

Common Party Wall Agreement A perpetually binding common party wall agreement to be recorded with the County Auditor as a covenant to each deed establishing the rights and obligations of each owner relative to the common party wall and foundation and providing for easements for purposes of maintenance and fire protection. Such agreement shall include provisions for upkeep and maintenance of all common areas including landscape, stormwater facilities, utilities, play areas or other facilities.

FINAL MAP REQUIREMENTS:

Plat Map to include the survey of the proposed subdivision and preparation of the plat shall be made by or under the supervision of a registered land surveyor who shall certify on the plat that it is a true and correct representation of the lands actually surveyed. Lot closure calculations shall be provided.

Drafting Standards All final plats shall be drawn in accordance with the following:

- The final plat shall be clearly and legibly drawn in permanent black ink upon a stable base polyester film.
- The scale of the plat shall be not less than one-inch-equals two-hundred-feet. Lettering shall be at least three-thirty-seconds (3/32) of an inch high. The perimeter of the plat or subdivision being recorded shall be depicted with heavier lines wider than the remaining portion of the plat or subdivision.
- The size of each sheet shall be eighteen inches by twenty-four inches.
- A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of three inches on the left, and one-half inch on each side of the other three sides.
- If more than two sheets are used, an index of the entire subdivision showing the arrangement of all sheets shall be included. Each shall be appropriately numbered.
- The plat title, date, scale and north arrow shall be shown on each appropriate sheet of the final plat.
- All signatures placed on the final plat shall be original signatures written in permanent black India ink.

Plat Content The following information is required on the final plat map:

- Plat name and clear indication, if replat.

- Title block including City of Olympia plat number, section, township and range, and assessor's parcel numbers.
 - The date, scale, north arrow, legend, controlling topography and existing features such as highways and railroads.
 - Legal description of the plat boundaries;
 - Reference points and lines of existing surveys identified, related to the plat as follows:
 - Adjoining corners of adjoining subdivisions.
 - City or county boundary lines when crossing or adjacent to the subdivision.
 - Section and donation land claim lines within and adjacent to the plat.
 - Whenever the county or a city has established the centerline of a street adjacent to or within the proposed subdivision, the location of this line and monuments found or reset.
 - All other monuments found or established in making the survey of this subdivision or required to be installed by provisions of this title.
 - The basis of bearing shall be the Olympia coordinate system.
 - The exact location and width of streets and easements intersecting the boundary of the tract.
 - Tract, block and lot boundary lines and street rights-of-way and centerlines, with dimensions, bearings or deflection angles, radii, arcs, points of curvature and tangent bearings. Tract boundaries, lot boundaries and street bearings shall be shown to the nearest second with basis of bearings. All distances shall be shown to the nearest 0.01 foot.
 - The width of the portion of streets being dedicated, the width of any existing right-of-way and the width of each side of the centerline. For streets on curvature, curve data shall be based on the street centerline. In addition to the centerline dimensions, the radius and central angle shall be indicated.
 - Easements denoted by fine dashed lines or described by narrative, clearly identified and, if already of record, their recorded reference. The width of the easement, its length and bearings, and sufficient ties to locate the easement with respect to the subdivision must be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owner's certificate of dedication.
 - Lot numbers beginning with number "1" and numbered consecutively without omission or duplication throughout the plat. The numbers shall be solid, of sufficient size and thickness to stand out and so placed as not to obliterate any figure. Lot numbers in an addition to a subdivision of the same name shall be a continuation of the numbering of the original subdivision.
 - Accurate outlines and designations of any areas to be dedicated or reserved for public use or to be committed for the common use of all property owners with the purpose of dedication, reservation and commitment to be clearly set forth on the plat document together with accurate references to appropriate recorded documents.
 - All required dedications, endorsements, covenants, affidavits and certificates shall show on the face of the final plat.
 - The final plat shall show the subdivision of the section or sections involved and show the township(s) and range(s); provided, that if the land being platted is not described by section

subdivision, the final plat map shall show a vicinity map showing monuments and land corners sufficient to properly orient the new subdivision;

- Specific wording as may be required by the preliminary plat approval; including any specific requirements or restrictions with regard to on-lot stormwater management.
 - A plat or subdivision contiguous to, or representing a portion of or all of the frontage of a body of water, river or stream shall indicate the location of monuments, which shall be located at such distance above high-water mark as to reasonably insure against damage and destruction by flooding or erosion.
 - Lots containing one acre or more shall show net acreage to nearest hundredth, whenever possible.
 - Designation of lots to be used for other than single-family residential purposes.
 - If the plat constitutes a replat of all or portions of an existing subdivision, this shall be clearly indicated just below the subdivision name. All original plat lines shall be shown in half-tone around the perimeter of the new plat.
 - Acknowledgments and Certificates. Acknowledgments and certificates required by this title shall be in language substantially indicated in the following subsections:
- Dedications. The intention of the owner shall be evidenced by his presentation for filing of a final plat clearly showing the dedication thereof and bearing the following certificate signed by all real parties of interest:

"Know all men by these presents that the undersigned owner, in fee simple of the land hereby platted, and _____, the mortgagee thereof, hereby declare this plat and dedicate to the use of the public forever all streets, avenues, places and sewer easements or whatever public property there is shown on the plat and the use for public purposes. Also, the right to make all necessary slopes for cuts and fills upon lots, blocks, tracts, etc. shown on this plat in the reasonable original grading of all the streets, avenues, places, etc. shown hereon. Also, the right to drain all streets over and across any lot or lots where water might take a natural course after the street or streets are graded. Also, all claims for damage against any governmental authority are waived which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said roads.

**IN WITNESS WHEREOF we set our hands and seals this _____ day
of _____ [month, year]**

In the event that a waiver of right of direct access is included, then the certificate shall contain substantially the following additional language:

"Access to _____ street from lots numbered _____ is hereby waived, and dedication to the public shall in no way be construed to permit a right of

direct access to _____ street from lots numbered _____, nor shall the City of Olympia or any other local governmental agency within which the property is or may become located ever be required to grant a permit to build or construct an access of approach to said street from said lots."

- Acknowledgments.

"STATE OF WASHINGTON)

)

COUNTY OF THURSTON)

This is to certify that on this _____ day of _____, [month, year], before me, the undersigned, a notary public, personally appeared _____ to me known to be the person(s) who executed the foregoing dedication and acknowledged to me that _____ signed the same as _____ free and voluntary act and deed for the uses and purposes therein mentioned.

Witness my hand and official seal the day and year first above-written.

(Seal) NOTARY PUBLIC in and for the State of Washington, residing at _____."

- Restrictions. The following restrictions shall show on the face of the final plat:
 - The following shall be required when the plat contains a private street:

"The cost of construction and maintaining all streets not herein dedicated as public streets shall be the obligation of all of the owners and the obligation to maintain shall be concurrently the obligation of any corporation in which title of the streets may be held."
 - "All landscaped areas in public rights-of-way shall be maintained by the owner and his successor(s) and may be reduced or eliminated if deemed necessary for or detrimental to City road purposes."
 - The following shall be required when the plat contains commonly owned tracts:

"Community tracts shall be owned and maintained in common for the benefit of all lot owners. All lots have an undivided interest in the ownership and maintenance of

community areas. The ownership interest in each community tract shall be stated in the deed to each lot"

- The following shall be required when the installation of required improvements has not been completed prior to recording:
"Pursuant to City Ordinance, the City of Olympia may deny the issuance of building or occupancy permits for any structure within this plat until street, sidewalk, or other required plat improvements have been installed."
 - The following shall be required when the long plat contains stormwater facilities:
"The cost of operation and maintenance for all stormwater treatment, flow control, and onsite stormwater management features shall be the obligation of all of the owners and successors, and the obligation to maintain shall be concurrently the obligation of any corporation in which ownership of stormwater improvements may be held."
 - Any additional conditions as approved by the council or Hearing Examiner.
- Certificate from Land Surveyor. The completed plat must show a certificate from the land surveyor who platted the property, in substantially the following form:

"I hereby certify that the Plat of _____ is based upon an actual survey and subdivision of a portion of Section_ _____, Township _____ Range _____ W.M.; that the distances and courses shown thereon are correct; that the monuments have been set and lot and block corners staked on the ground."

- Certificates of Officers. The plat shall also show the following certificates:

- Certificate--City Engineer.
"Examined and approved this _____ day of _____ [month, year].

Olympia City Engineer"

- Certificate--Health Officer.
"Examined and approved this _____ day of _____ [month, year].

Health Officer"

- Certificate--Assessor.
"Examined and approved this _____ day of _____ [month, year].

Thurston County Assessor"

- Certificate-Treasurer.
"Examined and approved this _____ day of _____ [month, year].

Thurston County Treasurer"

- Certificate--Planning Director.
"Examined and approved this _____ day of _____ [month, year].

Community Planning & Development Director"

- ○ Certificate—City of Olympia- Clerk Treasurer.
"I hereby certify that all Local Improvement District Assessments on the land described hereon have been fully paid to and including the year _____.

City Clerk"

- Certificate- Thurston County Auditor.

"Filed for record at the request of _____ this _____ day of _____, [month, year], at _____ minutes past _____ o'clock ____ .m., and recorded in Volume _____ of Plats, on page _____, records of Thurston County, Washington.

Thurston County Auditor"