



FINAL SHORT OR LARGE LOT PLAT CHECKLIST

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

1. Applicant Information-name and contact information (phone and email).
2. The associated Preliminary Short Plat number (FYI- A new number will be assigned for the final application but the number assigned at the preliminary application is the actual short plat number that is referenced on the map.)
3. Site Information of all parcels involved:
 - a. all site addresses
 - b. assessor's tax parcel numbers
4. Surveyor contact information, including phone and email address.
5. Total acreage of project site.
6. The number of lots designated for each of the following: Single family, townhome, duplex, multifamily, commercial and/or industrial.
7. The average lot area.
8. The smallest lot area.
9. Total area (sq. ft.) provided for any Soils and Vegetation Protection Areas.
10. Total area (sq. ft.) 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.

A Signed Statement. A statement provided by the applicant indicating a belief that the final plat conforms to all the conditions of preliminary approval.

Final Plat Map. Signed and sealed by a Licensed Land Surveyor. Criteria of the map below.

Title Report. A current title report or plat certificate confirming that the title of the lands as described and shown in the plat is in the name of the owners signing the declaration of short subdivision and showing restrictions encumbering the land. The date on the title report should not be any older than 30 days.

If your short 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:

- A survey of the proposed subdivision. Preparation of the final map shall be made by or under the supervision of a registered land surveyor who shall certify on the map that it is a true and correct representation of the lands actually surveyed.
- The map shall be prepared having dimensions of eighteen inches by twenty-four inches and at a horizontal scale of not more than two hundred feet to the inch.
- The following shall be shown on the final plat map: Title block, to contain section, township and range, date of preparation, datum, scale and north arrow, legal descriptions of the original tract, basis of bearing, which shall be the Olympia coordinate system; vicinity sketch clearly identifying the location of the property; plat representation, to contain: the boundary lines of the property to be divided; the development status of contiguous land, including the name of any adjacent plats and rights-of-way, the layout, dimensions and number of each lot in the short subdivision with bearings or deflection angles, radii, arcs, points of curvature and tangent bearings, the names, locations and widths of all existing streets, rights-of-way, easements, other public ways, watercourses and major transmission facilities rights-of-way within and adjacent to the proposed development, the locations and dimensions of all parcels of land intended to be dedicated or reserved for public use, or to be reserved in the deeds for the common use of the property owners if the subdivision with the purpose, conditions or limitations of such dedications or reservations clearly indicated, the locations of all existing structures within the short subdivision, existing monuments or other such identifying markers, lot numbers beginning with the number "1" and numbered consecutively without omission or duplication throughout the short plat. The numbers shall be solid, of sufficient size and thickness to stand out, and so placed as not to obliterate any figure.

1. Acknowledgments and certificates, preferably located along the bottom of the map, as follows:

- The following restrictions shall show on the face of the short plat map:
 - The following shall be required when the short 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 street purposes."
 - The following shall be required when the short 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 short plat until street, sidewalk, or other required plat improvements have been installed."

- o The following shall be required when the short plan 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.”
- o Any additional conditions as approved by the Department of Planning and Community Development.

- Certificate from Land Surveyor. The completed short plat shall show a certificate from the land surveyor who platted the property, in substantially the following form:

"I hereby certify that this short plat map 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 short plat shall also show the following certificates:

(1)

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

Olympia City Engineer"

(2) Preliminary inspections indicate soil conditions may allow the use of septic tanks as a means of sewage disposal for some, but not necessarily all, of the building sites within this plat. Prospective purchasers of lots should inquire at the Thurston County Health Department about the issuance of septic tank permits for specific lots.

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

Health Officer"

(3)

"I hereby certify that all taxes on the land described hereon have been fully paid to and including the year

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

Thurston County Treasurer"

(4)

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

Planning Director"

(5)

"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"

- Certificate of Owner(s). The short plat map shall show a certificate from the persons having any interest in the short subdivision in substantially the following form:

"I, _____, owner in fee simple, acknowledge that the creation of
this short subdivision is of my free will and consent."