



FINAL LONG PLAT SUPPLEMENT

OFFICIAL USE ONLY

Case #: _____

Master File #: _____

Date: _____

Received By: _____

Related Cases: _____

Project Planner: _____

Attached with General Land Use Application

USE BLACK INK ONLY

Surveyor:

Name

Address

Phone

E-Mail Address

Engineer:

Name

Address

Phone

E-Mail Address

Land Use Breakdown (calculate to nearest hundredth)

Total Acreage _____

Number of Single-Family
Residential Lots _____

Number of Commercial Lots _____

Smallest Lot Area _____

Total Acreage in Open Space _____

Length of Public Streets _____

Length of Private Streets _____

Number of Multifamily
Residential Lots _____

Number of Industrial Lots _____

Average Lot Area _____

Total Acreage in Parks _____

Total Acreage in Public Streets _____

Total Acreage in Private Streets _____

Total areas set aside in a Soil and
Vegetation Preservation Area _____

The information for this application is required for review unless a written waiver is provided by City staff. "To be signed" originals should not be submitted until specifically requested.

FINAL LONG SUBDIVISION

A Final Long Subdivision Application shall be submitted electronically with five hard copies and shall include the following:

1. A General Land Use Application- [Refer to the General Land Use Application for Submittal requirements](#)
2. Final Plat Application on forms to be provided by the Department and accompanied by the applicable fee.
3. 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.
4. Street Monuments. The surveyor preparing the plat shall submit a street monumentation plat to the public works department for approval prior to setting any permanent street monuments. The public works department shall determine the number and location of permanent control monuments in streets within and leading into the plat, if any. All street monuments shall conform to the standard specifications of the American Public Works Association or as amended by city standard plans.
5. 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:

"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].

Planning Director"

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

Mayor, City of Olympia"

ATTEST:

City Clerk"

- Certificate--City 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 _____.

- Clerk-Treasurer, City of Olympia" Certificate--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.

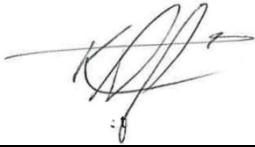
Thurston County Auditor"

8. The following supplemental information shall be submitted with the final plat:

- Coordinate system; Mathematical boundary closures of the subdivision showing the error of closure, if any. All calculations shall be referenced to the Olympia _____.
- The mathematical lot closures and street centerline closures and square footage of each parcel. All calculations shall be referenced to the Olympia coordinate system.
- 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.
- Names, addresses and phone numbers of the owner, subdivider, engineer and/or surveyor.

- A copy of any deed restrictions applicable to the subdivision.
- A copy of any dedication requiring separate documents.
- A certificate by the 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.
 - A copy of any survey, deed or other document referenced on the face of the final plat map.

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



Keith Stahley, Director,
Community Planning and Development

12/1/2016

Date