



## FINAL PLAT OR SHORT PLAT

### **WHAT IS THE PURPOSE OF THIS WORKSHEET?**

*This worksheet is to help prospective applicants prepare the required documentation needed to submit a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for the review by the City. It is important that prospective applicants contact the Planning and Building Division prior to submitting an application as some projects may not require the submittal of all the materials listed or may require additional materials not listed. In order to help work out any potential problems before the formal submittal, the City of Bonney Lake encourages applicants to attend a pre-application meeting.*

### **DIGITAL SUBMITTAL REQUIRED**

*The City has implemented a paperless permit system for all planning permits. All required application materials are required to be submitted electronically to the Bonney Lake Permit Center. Please contact the Bonney Lake Permit Center at (253) 447-4344 regarding the submittal process. All submittal documents are required to be consistent with the Digital Submittal Requirements.*

**Land Use Application:** The Land Use Application must be signed by the property owner or the applicant must also submit a notarized copy of the Agent Authorization Form.

**Fee:** Plat – \$2,000 plus \$110 per lot  
Short Plat – \$1,000 plus \$70 per lot

**Title Certificate:** The title certificate shall not be more than 90 days old at the time of submittal. The title certificate must include copies of all easements, deed restrictions, and other encumbrances restricting use of the site.

**Closure Report:** The lot closure report shall include information on the lots, roads, and plat boundary.

**Final Documents:** The final documents shall comply with all requirements of Chapter 58.09 RCW (Survey Recording Act) and WAC 332-130-050 (Survey Map Requirements) and include the following additional information:

1. Certifications: The following certificates shall be shown on the final plat:
  - a. Surveyor: The surveyor shall place their seal and signature on the plat, along with a statement certifying that the drawing was made by or under the supervision of a registered land surveyor and that the drawing is a true and correct representation of the lands actually surveyed.



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- b. Owner: A statement that the division of land has been made with the free consent and in accordance with the desires of the owner or owners. Owners of other interests shown on the title report shall certify that they have notice of the subdivision.
  - c. City Engineer: A statement of approval from the City Engineer approving the survey data, the layout of the streets, alleys, and other rights-of-way, and the utility systems including storm drainage, water and sanitary sewer.
  - d. Planning and Building Supervisor: A statement of approval from the Planning and Building Supervisor.
  - e. East Pierce Fire & Rescue: A statement of approval from the Fire Marshal.
  - f. County Assessor-Treasurer: A certification that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied or discharged.
  - g. County Auditor Certificate
2. Complete subdivision of the section or sections, or as much thereof as necessary to properly orient the plat within same.
  3. Each sheet of the final drawing shall contain the name of the land division, sheet number, a graphic scale, and a north arrow.
  4. The boundary of the division of land with complete bearings and lineal dimensions.
  5. The location, width, centerline, and name or number of all streets within and adjoining the subdivision.
  6. Legal description of the land consistent with the description contained in the title certificate.
  7. Where applicable the location and disposition of any wells, creeks, drainage courses, drainage ways, wetlands, slopes greater than forty percent (40%), septic tanks, drain fields, 100-year floodplain boundary, and easements.
  8. The width, disposition, and description of all easements with the location shown with broken lines.
  9. All dedications of streets or other areas to the public or other organization. Roads not dedicated to the public must be clearly marked on the face of the plat as "private."



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10. The street tree planting plan and with a table that identifies which lots are responsible for installing which trees shown on the plan.

**Landscape Plan:** The landscaping plan shall be drawn on twenty-four (24) inch by thirty-six (36) inch sized paper landscape orientation with a maximum scale of one (1) inch equals forty (40) feet prepared by a licensed landscape architect that identifies the following:

1. Existing vegetation to be retained. Please refer to BLMC 16.13.050
2. The general location of proposed trees, shrubs, and ground cover; and a plant schedule providing the scientific name, common name, size, and spacing of each plant for any required landscaping buffers. Please refer to BLMC 16.14.040 and BLMC 16.14.050 for buffering requirements.
3. Street Tree Plant consistent with BLMC 16.14.150. (Street Trees are not require for 2 and 3 Lot Short Plats)
4. Method of irrigation, and the location, square footage, percentage, and dimensions of applicable landscape areas.