

**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.*

FOR CITY USE	
	<input type="checkbox"/> <b>Application:</b> Provided one (1) copy of the Land Use Application.
	<input type="checkbox"/> <b>Fee:</b> N/A
	<input type="checkbox"/> <b>CD:</b> One (1) CD that contains PDF versions of all required submittal materials in a MS Windows compatible format. All sheets shall be oriented so that the top of the page is always at the top of the computer monitor. Name and bookmark each plan sheet in a way so the reviewer can quickly move from sheet to sheet. <b><u>Emails and thumb drives will not be accepted.</u></b>
	<input type="checkbox"/> <b>Title Certificate:</b> Provide one (1) copy of the title certificate that is not 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.
	<input type="checkbox"/> <b>Closure Report:</b> Provide one (1) copy of the lot closure report that includes information on the lots, roads, and plat boundary.
	<input type="checkbox"/> <b>As-Built Drawings:</b> Provide one (1) paper set of as-built drawings for the subdivision improvement drawings for field verification by the City. Once the City accepts the paper as-built drawings as correct, the application will be required to submit final mylars and a CD containing the CD file for the as-built drawings.
	<input type="checkbox"/> <b>Final Plat Documents:</b> Provide one (1) copy of the short plat which complies with all requirements of Chapter 58.09 RCW (Survey Recording Act) and WAC 332-130-050 (Survey Map Requirements) and includes the following additional information. Once the City approves the final plat documents, the application will be required to submit final mylars. <ol style="list-style-type: none"> <li>1. Certifications: The following certificates shall be shown on the final plat: <ol style="list-style-type: none"> <li>a. Surveyor: The surveyor shall place their seal and signature on the plat, along with a statement certifying that the plat was made by or under the supervision of a registered land surveyor and that the plat is a true and correct representation of the lands actually surveyed.</li> <li>b. Owner: A statement that the subdivision has been made with the free consent and in accordance with the desires of the owner or owners. Owners of other</li> </ol> </li> </ol>

	<p>interests shown on the title report shall certify that they have notice of the subdivision.</p> <ul style="list-style-type: none"> <li>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.</li> <li>d. Planning and Building Supervisor: A statement of approval from the Planning and Building Supervisor.</li> <li>e. East Pierce Fire &amp; Rescue: A statement of approval from the Fire Marshal.</li> <li>f. Mayor: Date of examination and approval by the City Council signed by the Mayor and City Clerk.</li> <li>g. 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.</li> </ul> <ol style="list-style-type: none"> <li>2. Complete subdivision of the section or sections, or as much thereof as necessary to properly orient the plat within same.</li> <li>3. Each sheet of the final plat shall contain the subdivision name and sheet number, and each sheet containing a drawing shall contain the scale and a north arrow.</li> <li>4. The boundary of the subdivision with complete bearings and lineal dimensions.</li> <li>5. The location, width, centerline, and name or number of all streets within and adjoining the subdivision.</li> <li>6. Legal description of the land within the subdivision which agrees with the description contained in the title insurance report.</li> <li>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 within the subdivision.</li> <li>8. The width, disposition, and description of all easements with the location shown with broken lines.</li> <li>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."</li> </ol>
	<p><input type="checkbox"/> <b>Documentation:</b> Provide one (1) copy of the following documentation:</p> <ol style="list-style-type: none"> <li>1. Certification that roads, utilities, drainage facilities, and related infrastructure have been built or provided for.</li> <li>2. A guarantee and maintenance bond for any incomplete infrastructure.</li> </ol>