



Development Services Division
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DSW-09

FINAL SUBDIVISION/SHORT PLAT SUBMITTAL WORKSHEET

WHAT IS THE PURPOSE OF A FINAL SUBDIVISION/SHORT PLAT AND THIS WORKSHEET?

The subdivision process is a three step process that involves approval of a preliminary plat, civil plans, and a final plat. As part of the final subdivision process the City will review the division or re-division of land into ten or more lots to determine if it is consistent with the approved preliminary subdivision and if the required improvements shown on the approved civil plans have been installed. Once the final subdivision is approved by the City Council, the final plat will be recorded with the King County Assessor and the applicant can then begin submitting building permits for the individual homes.

*This worksheet has been developed to help applicants prepare the required documentation that will facilitate the submittal of 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 applicants contact the Development Services Division prior to submitting of an application as some projects may not require the submittal of all the materials listed or may require additional materials not listed. The City of Des Moines offers pre-application meetings for all projects at **no cost** to the applicant.*

Application: Provide one (1) copy of a completed Master Development Application. An on-line PDF fillable form version of the Master Development Application is available at the following web address: <http://www.desmoineswa.gov/DocumentCenter/View/119>

Title Certificate: Provide one (1) copy. The certificate must be not more than 30 days old at the time of submittal, and must include copies of all easements, deed restrictions and other encumbrances restricting use of the site.

Final Plat/Short Plat Please provide five (5) paper copy drawings prepared by a licensed surveyor. The final plat documents shall include the following information as required by DMMC 17.40.050:

- Name of the subdivision;
- Legal description;
- Scale, date, and north arrow;
- The boundary lines of the plat, based on an accurate traverse, with angular and linear dimensions;
- Exact location, dimensions, number, or name of all new or existing rights-of-way, tracts, and easements within and adjoining the plat and an indication of the purpose of each, and a clear statement as to whether each is to be dedicated or held in private ownership;
- Layout, number, dimensions, and square footage of proposed lots and tracts;
- Tracts of land to be dedicated or deeded for public use, or reserved for use of owners of the property in the subdivision, including the dimensions and square footage of such tracts;
- A notation which shows the dimensioned setback of all existing structures, including those on adjoining properties, relative to existing property lines and to proposed lot lines, if such

structures are proposed to remain and are within 30 feet of existing or any proposed lot lines;

- ❑ True courses and distances to the nearest established right-of-way lines or official monuments which will accurately locate the plat;
- ❑ Radii, internal angles, points of curvature, tangent bearings, and lengths of all arcs;
- ❑ Accurate locations of all monuments at such locations illustrated on the Civil Plans;
- ❑ All plat meander lines or reference lines along bodies of water. Such lines shall be established above, but not farther than 20 feet from the high water lines of the water or within a reasonable distance, to ensure reestablishment;
- ❑ All restrictions and conditions pertaining to the lots or tracts or other areas in the plat required by the City Council;
- ❑ The signature of all persons having an ownership interest in the property and a statement certifying that the subdivision is made with the free consent and according to the desires of the owner or owners. If the plat includes a dedication, the certifications shall contain the dedication of all rights-of-way and other areas to the public, and person or persons, as shown on the plat, and an undertaking to save, defend, indemnify, and hold harmless, any governmental authority, including the city, in respect of all claims for damages against any governmental authority including the city that may be occasioned to the adjacent land by the established construction, drainage, or maintenance of the right-of-way or other areas so dedicated. The certificate shall be signed and acknowledged before a notary public by all parties having an ownership interest in the land being subdivided;
- ❑ The signature and seal of the registered land surveyor responsible for preparation of the final plat, and a certification by the surveyor to the effect that it is a true and correct representation of the land actually surveyed by the registered land surveyor;
- ❑ signature of the proper officer in charge of tax collections certifying that all taxes and delinquent assessments as shown on the title certification under DMMC [17.40.055\(4\)](#) have been paid, satisfied, or discharged
- ❑ The signature of the Planning, Building and Public Works Director certifying that all of the required sewage disposal, water supply, and other public improvements have been installed, inspected, and accepted, and accepted by such department or agency;

Boundary Survey: Provide one (1) copy. The survey must be certified by a licensed surveyor and it must reference either the Washington Coordinate System (North Zone), the King County Coordinate System, or a properly determined subdivision corner. Exterior boundary corners shall be set using appropriate permanent materials in the ground.

Section Survey: Provide one (1) copy of a complete survey of the sections in which the plat is located, or as much that is necessary to orient the plat within the sections.

Closure Report: Please provide one (1) copy. A computer printout showing closures of boundaries, road centerlines, lots, and tracts with a maximum allowable error of closure of one foot in 15,000 feet. Mathematical lot closure shall be submitted showing an error of closure not to exceed $0.005/n$ feet, where n = number of sides and/or curves on a lot;

Deeds: Provide one (1) copy. Provide Statutory Warrant Deeds and Real Estate Excise Tax Affidavits for all tracts that will be deeded to the City. A separate deed and affidavit shall be provided for each tract deeded to the City.

