

# FINAL PLAT APPLICATION

## SUBDIVISION / SHORT SUBDIVISION



PO Box 1995 \* Vancouver, WA 98668-1995 \* www.cityofvancouver.us \* Phone: (360) 487-7802 Fax: (360) 487-7808

*Please review the submittal requirements. Incomplete applications will not be accepted.*

**Applicant:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Property Address:** *(if not address, state which side of fronting street and distance and direction from nearest cross street.)*

**Subdivision Name:** \_\_\_\_\_

**Tax Serial Number(s):** \_\_\_\_\_

General physical description of site. Include current uses.

Zoning District: \_\_\_\_\_ Qtr. Sec., Township, Range: \_\_\_\_\_

Legal Description: Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Plat Name: \_\_\_\_\_

Review attached checklist and select requested review. Note that Tier I, Tier II and Tier III submittal requirements may be filed separately; Tier I and Tier II submittal requirements may be filed concurrently; and Tier II and Tier III submittal requirements may be filed concurrently.

Tier I       Tier II       Tier III

*I/we understand that per VMC 20.210.090 (Review for Counter Complete Status), if it is determined that the application is not complete, the City shall immediately reject and return the application and identify in writing what is needed to make the application counter complete. I/we agree that City of Vancouver staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_



SUBMIT TO:  
Community Development  
415 W. 6th ST  
Vancouver, WA 98660

## FINAL SUBDIVISION / SHORT SUBDIVISION

### **Tier I** **Minimum Submittal Requirements**

- 
- Filing fee (See Chapter 20.180 VMC)
  - Addressing assignment information (please see addressing submittal requirements on last page)
  - Submit 5 full-size, folded paper copies and 1 reduced 8 1/2" x. 11" copy of the following.**
  - Boundary survey prepared by a surveyor licensed in the State of Washington showing the following and indicating:
    - Drafting requirements***
    - 21" x 30" sheet
    - North arrow indicated
    - Scale noted and shown graphically
    - Letter height not less than 0.08"
    - Heavy dashed line around the exterior boundary
    - Legend
    - Approved street names
    - Lot, block, street right-of-way, street dedication and centerline dimensions
    - All data necessary for the location in the field of all points within the plat shall be shown. Straight lines shall be designated with bearing and distance; curves shall be designated by arc length, central angle and radius. All dimensions shall be in feet or meter; except that angles shall be in degrees to the nearest second
    - Dimensions
    - Orientation of all boundary lines
    - All property corners
    - Incorporation of all plat notes from decision
    - Title block on right or lower edge on all sheets***
    - Name of business/owner with the firm and/or surveyor and telephone number
    - Sheet designation for multiple pages
    - Name, mailing address and telephone number of owner and/or developer and surveyor of the plat
    - Date
    - Acreage
    - Number of lots
    - Zoning designation
    - Indexing information***
    - Location, including 1/4 of 1/4 section, section, township, range and, as applicable, donation land claim and/or subdivision

**Signature blocks**

- Manager of Community Development
- Health Department signature shall be required unless letter from Health Department is provided confirming completion of Health Department development review process
- County Assessor
- County Auditor
- Surveyor's certificate with license number, signature, date and seal
- Mayor, for subdivisions only

**Special requirements**

- Identification of areas to be dedicated or reserved (right-of-way, open space tracts, wetlands, etc.)
- Special setbacks
- Private easements and streets
- Utility easements (private and/or public)
- Any conditions that need to be recorded with the plat denoted on the face of the plat, as indicated in the Planning Official's or Hearing Examiner's final order and decision
- Roof downspout infiltration system (i.e., to street or individual system) with infiltration rate
- Identification of responsible party for maintenance of stormwater facility
- Access restrictions
- Corner lot driveway locations
- Parking restrictions

**Survey information**

- Monument-setting
- Site dimensions
- General information including property corners, lot areas, dimensions and bearings of all property lines and areas of right-of-way.

**Tier II**

**Minimum Submittal Requirements**

*(Tier I and Tier II submittal requirements may be filed concurrently)*

- Paper copies of approved engineering plans (full size and 8 1/2" x 11")

**Final performance and maintenance bonds**

- Stormwater facilities, if applicable
- Street(s), if applicable
- Wetland, if applicable
- Trees, if applicable
- Four copies of approved street lighting plan (full size and 8 1/2" x 11")
- Street signing and striping plan
- Final tree and landscaping plan, including street trees, if applicable

**Tier III**

**Minimum Submittal Requirements**

*(Tier I, Tier II and Tier III submittal requirements may be filed concurrently)*

- Two sets of final mylars for signatures, three-mil film or equivalent
- Plat certificate, including dedications
- Certificate of title
- Covenants, conditions and restrictions (CC&R's), if applicable
- Treasurers certificate stating that taxes have been paid
- Legal description of the boundary which has been certified by the land surveyor, with seal and signature as being an accurate description of the lands actually surveyed of each structure proposed to be built or retained on site.

**Addressing Assignment Submittal Requirements**

- Digital file of plat (DXF or DWG format) The submitted file can be saved on a 3.5" high density disk or CD Rom or transmitted via electronic mail and shall conform to the following layering scheme:

<u>Layer Description</u>	<u>Feature Type</u>
Parcel Boundary	<u>Line</u>
Road ROW	Line
Adjacent Road Names	Text
Parcel Lot #	Text

- One (1) reduced copy (8 1/2" x 11") of Elevation Plan (required for each building type - for multi-family developments only)

**Critical Area Permit Digital Data**

*(Only applies to projects with Critical Area Permits.)*

- One (1)** hard copy of the Critical Area digital data
- Digital file** of Critical Area - CAD file or GIS shapefile as identified in VMC 20.740 (Critical Area Protection, Land Use and Development Code.) The digital file can be submitted on CD Rom or transmitted via electronic mail.

*\*All digital data must be tied to Clark County Survey Control Points to insure correct geographic location.*