



Final Subdivision Review

PERMITTING & DEVELOPMENT
PLANNING
DIVISION
121 5th Avenue N
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www.edmondswa.gov

Final plat review is the last step of the three-step formal or short subdivision process. All conditions of preliminary approval must be met and civil site improvements must be installed, inspected, and/or bonded for with a site improvement bond prior to applying for final subdivision review. Preliminary plat approval expires five (5) years from the date of that decision – if final subdivision approval is not obtained within that five years, including recording at the Snohomish County Auditor, the project expires and can only be started again with a new application and fees.

PROCESS

Final subdivision review, whether for a formal or short plat, is a Type I decision (ECDC 20.01). A notice of decision regarding the final subdivision is issued by the Development Services Director in accordance with ECDC 20.02.007. During review of the submitted documents, corrections or additional information may be required.

APPLICATION MATERIALS

All submittals must be made through the MyBuildingPermit portal.

- Cover Letter: Statement addressing how each of the conditions of preliminary approval have been met.
 - Review Fee: See Fee Sheet
 - Civil As-Builts: Electronic as-builts in .dwg format for all site development and utility improvements constructed as part of the subdivision.
 - Letter of Approval from Utility Purveyor (*if applicable*): For subdivisions that are in the Olympic View Water Sewer District and/or for subdivisions that require non-standard utility easements over, under or across the subject subdivision, provide a letter of approval from the applicable utility purveyor accepting the easement language and/or depiction of such as well as any special conditions as set forth by the purveyor.
 - Title Report: Updated title report or plat certificate that has been prepared within 30 days of submittal for final review.
- Lot Closures/Survey Notes: Complete field and computation notes of the plat survey showing the original or re-established corners with descriptions and the actual traverse showing error of closure and method of balancing. A sketch showing all distances, angles and calculations required to determine corners and distances of the plat must accompany this data.
 - Final Plat: A professional land surveyor registered in the State of Washington must prepare the final plat drawing. A scale of 20 feet to one inch is preferred but other engineering scales may be used if necessary to show the extent of the entire project area.
 - 1) Plat documents must be prepared for recording in accordance with the Snohomish County Auditor's Office Recording Division, including appropriate margins and any other requirements. All signatures on the plat documents must be original and should be signed in black ink. Contact the Snohomish County Auditor's Recording Department for additional details.
 - 2) City's subdivision file number.
 - 3) Date prepared or revised, scale, north point, quarter section, section, township and range number.
 - 4) Total acreage of the land to be divided and the gross and net area (less any access easements) of each proposed lot and tract in square feet.

- 5) Legal descriptions of the original and new lot(s).
- 6) Identifying lot numbers or labels (i.e. Lot A, Lot 1).
- 7) Addresses of the new lot(s) as assigned by the City's Building Division.
- 8) Setbacks should only be shown if they have been determined through a conservation subdivision or planned residential development. If setbacks are modified through a modification request, include language citing the modification request approval.
- 9) Original and proposed lot lines including all distances and bearings.
- 10) Conditions of approval statement and any additional items required as a condition of preliminary approval.
- 11) Any existing or proposed restrictions on the use of the land.
- 12) The location, name and width of all existing and proposed street right-of-ways and/or easements within or adjacent to the proposed subdivision as well as the street and pavement location of existing and proposed streets.
- 13) Street dedication(s) to the City of Edmonds, if any.
- 14) Easement Provisions. All existing and proposed easements stating location of easements, ownership and beneficiary information.
- 15) Easement Maintenance Provisions specifying maintenance responsibilities.
- 16) Surveyors certificate. Name, address, seal and signature of the land surveyor who prepared the map, including:
 - a. A statement certifying that the plat was prepared by him or her, or under their supervision;
 - b. A statement certifying that the plat is a true and correct representation of the land surveyed;
 - c. A full and correct description of the land to be divided.
- 17) Owner certificate. The owner must certify that the subdivision has been made with his/her free consent and according to his/her desires, acknowledged by a notary. Owners of other interests shown on the title report must certify that they have notice of the subdivision. Note: The owner(s) name(s) should be shown on the final documents exactly as they appear on the title report.
- 18) Dedication certificate (if applicable). A certificate of dedication by the owner for all areas to be dedicated to the public, acknowledged by a notary.
- 19) Waiver of Claims (hold harmless agreement). A statement by the owner waiving all claims for damages against any governmental authority which may arise from the construction, drainage and maintenance of required improvements.
- 20) Waiver of Access (if required by the conditions of the preliminary approval). As applicable, a waiver by the owner of direct access to any street from any property.
- 21) Roads Not Dedicated (if applicable). A statement or other clear indication by the owner if any street is not to be dedicated to the public.
- 22) Survey discrepancy. Whenever a survey of a proposed formal or short subdivision reveals a discrepancy, the discrepancy must be noted on the face of the final plat. Discrepancy means: (1) a boundary hiatus; (2) an overlapping boundary; or (3) a physical appurtenance, which indicates encroachment, lines of possession, or conflict of title.
- 23) City signature blocks:

- a. Director of Public Works
 - A statement approving the survey date, the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water system and other structures;
 - A statement approving the final plat.
 - b. Development Services Director
 - A statement that the final plat conforms to the approved preliminary plat and all conditions of the preliminary approval;
 - A statement approving the final plat.
- 24) City Approval. If dedication is required, a statement to be signed by the mayor and city clerk that the city council has approved the final plat.
- 25) Taxes. A statement to be signed by the county treasurer that all taxes and delinquent assessments for which the land to be divided may be liable as of the date of the signing of the statement have been paid.

Note: This information should not be used as a substitute for City codes and regulations. The Edmonds Community Development Code (ECDC) may be viewed at www.edmondswa.gov. The applicant is responsible for ensuring compliance with the fees and regulations that are applicable at the time of submittal. If you have a specific question about a certain aspect of your project, please contact the Planning Division at 121 Fifth Avenue North, (425) 771-0220. Please note that other local, state, and/or federal permits or approvals may be required.

RECORDING

The city clerk must file the final subdivision for record with the county auditor according to ECDC 20.75.160.