

SHORT PLATS CHECKLIST

Short plat must meet or include the following requirements in order to be recorded:

- Standard size (18" x 24") with 2" margin on left edge and at least ½" margin on other sides
- Legibility
 - all copies must be suitable for scanning - uniform contrast (no half tone or grey scale)
 - signatures and seals must be legible on prints
 - original signatures in black ink
 - no information on any copy should be obscured by cross-hatching, shading or lines through text
 - dimensioning and lettering must be 0.08 inches or larger (seals, certificates and vicinity maps excluded)
- Approval by Planning Director (if county short plat) or designated city official
- Treasurer's certificate acknowledging taxes paid with current date and Deputy Treasurer's signature. This applies to amendments as well
- Auditor's Standard Certificate
- Surveyor's Standard Certificate
 - surveyor's name
 - surveyor's license number
 - surveyor's signature (original and in black ink)
 - date approved
- Surveyor's seal on all pages (signature is required to be through the seal per WAC 196-23-070)
- Title Block
 - name of owner requesting survey and notarized signature
 - name of surveyor or firm performing survey
 - sheet identification (i.e. sheet 1 of 5)
 - date prepared
- Legal Description in Snohomish County (Sections 1-36, Townships 27-32, Ranges 3-14).
Must include:
 - Section, Township, Range; 1/4-1/4(s)**OR**
 - Section, Township, Range; approximate 1/4-1/4(s); appropriate Gov't Lot designation**OR**
 - Township and Range; appropriate Gov't Lot designation**AND, when applicable**
 - Lot and Block; Plat Name; Recording Data
- No adhesive material on the surface of the recorded document

(References - Snohomish County Code Title 30 – Unified Development Code; local city/town ordinances)