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)