

Final Plat and Final Short Plat Submittal Checklist



Snohomish County

Planning and Development Services

I. Project Information

Project Name: _____

Preliminary Subdivision File No.: _____

Number of Lots: _____

Number of Tracts: _____

PDS Use Only

Is checklist complete?

- Yes
- No, asked Applicant for missing details
- No, requires other follow up

II. Applicability

This checklist applies to all **final subdivisions (plats)** and **final short subdivisions (short plats)** submitted for approval under Chapters [30.41A](#), and [30.41B](#) SCC, including alterations.

Items on this checklist are required to determine a complete application per [SCC 30.70.040](#). Applicants must complete and submit this checklist as part of their application. Planning and Development Services (PDS) will verify completeness before accepting the application for further processing.

Once review of a final plat or final short plat is complete, PDS will notify the applicant to prepare a final version of the document and obtain required external signatories. Completion of additional items may still be necessary prior to the Department and other County departments signing the document for recording.

Not sure if this is the correct checklist for your project?

Contact PDS [Ask Permit Tech](#) for help!

III. Electronic Plan Review Standards

All items submitted on MyBuildingPermit.com should meet the requirements in Assistance Bulletins #[111](#) (General Electronic Standards). The following specifies general requirements:

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Acceptable File Types. Submit all files in a PDF format.

File Naming. Name your documents to match the items in the following sections (e.g. Project Narrative, Site Plan, Public Notice Payment Agreement, etc.).

Plan Standards. All site plans must be drawn to scale using a standard scale. Each sheet shall state the scale and untitled viewports must be turned off. See Assistance Bulletin #[112](#) (Standards for Plans).

IV. Required and Optional Documents

A. Required Documents. These documents are *always required* at first submittal.

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1. Final Plat Submittal Checklist. Provide a copy of this checklist, filled out by the applicant, and specify any materials that are not submitted (and reason why they are not submitted).

2. Final Plat or Short Plat for Recording. Provide the proposed plat intended for recording, stamped and signed by Professional Land Surveyor. The final plat or short plat drawing must include the preliminary County project file number (PFN) and comply with the PDS checklist requirements and all applicable, RCWs, WACs, and County code provisions. The final plat or short plat drawing must include the items listed in the survey minimum standards and comply with the following standards SCC 30.23.060, 30.41A.605, 30.41A.700, 30.41B.605, 30.41B.700, and SCC Chapters 30.41C and 30.41D. See also, chapter 58.17 RCW, chapter 58.09 RCW, and chapter 332.130 WAC.

3. Title Report and Supporting Documents. (Plat Certificate or Subdivision Guarantee or Title Report). A current title document prepared by a title company shall be produced no more than 30 days prior to the date of application submittal, giving a full and correct description of the property to be subdivided and showing all persons having an ownership interest in the property. Include vesting deed(s). Provide copies of all cited instruments of record within the title report or plat certificate. SCC 30.41A.640(4)(g), 30.41B.610(2)(e), RCW 58.17.165.

4. Closure Calculation Reports (aka Lot Closures). Provide calculations confirming all dimensions and areas for the Section Subdivision, Boundary, Lots, Tracts, Dedications and other areas depicted upon face of plat, including ROW centerline alignments. The error of closure for any lot closure calculation shall not be more than one foot in 10,000 feet.

5. Plat Name Reservation. Provide a copy of current Plat Name Reservation showing that the name is still reserved for the subdivisions (not applicable short plats or short subdivisions). Snohomish County Auditor’s Office will not record the plat without a current letter.

6. Covenants, Conditions and Restrictions (CC&Rs), if required. Provide certification from attorney when required (see preliminary decision).

7. Proof of Incorporation of Homeowners Association (HOA), if required.

8. Signing Authority. Provide proof of signing authority if the ownership is a limited liability corporation (LLC) or similar entity.

9. Other Documents Required by Preliminary Approval, if Any:

Document: _____

Document: _____

Document: _____

B. Optional Documents. The following documents are optional on first submittal (note: plat cannot be approved on first review without them).

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1. Final Water and Sewer and/or Health Certification. The final water and sewer, and/or health certification should be provided, if possible, by second review. The final water certificate shall state that all hydrants have been charged and required fire flow has been tested, if fire hydrants are required.

2. Final Electrical Certification. Recommendation of the provider with jurisdiction as to the adequacy of electrical availability, if applicable. For plats (not short plats), this must be received prior to final plat approval.

3. Approved Construction Plan. As Constructed plan approval date: _____ or As-Constructed plans submittal date: _____

V. Filing Fees

Payment of application filing fees must be received prior to formal acceptance of materials. A bill will be transmitted once an application request and materials have been transmitted through MyBuildingPermit.com and determined to be sufficient for review. Applicable document review fees are specified under Chapter 30.86 SCC

VI. PDS Content Review Items

The following items will be reviewed by PDS as they involve conveying property to the county or verifying that conditions of approval have been met.

PDS	Applicant	
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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | A. Certifications and approvals. See Appendix "A" for specific requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Land Surveyor's Certificate |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Auditor's Certificate |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Treasurer's Certificate |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. County Engineer Approval [RCW 58.17.160(1)] |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Private Engineer Approval [for private roads] |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Planning and Development Services Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | B. Dedications and Declarations. See Appendix "B." |
| <input type="checkbox"/> | <input type="checkbox"/> | C. Road Rights-of-Way. Disclose both existing and newly dedicated road rights-of-way. Label all roads, centerline dimensions and provide sideline widths and/or dimensions. Also include reference to the instrument(s) that created the right-of-way (AFN, deed, volume page, etc.). Verify that clear title shall be granted or dedicated for all County road right-of-way. The following easements will not be allowed in road right-of-way and will require subordination or extinction: exclusive easement, semi-exclusive easements or intensive use, and gas transmission lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | D. Road Names. Label all roads and provide dimensions. Also show adjoining streets. For new roads within the final plat, Public Works Customer Service Center will assign designations during the review process (if not already designated). |
| <input type="checkbox"/> | <input type="checkbox"/> | E. Specified/Restricted/Dedicated Use Areas. Label all dedicated areas with acreage or square feet (but not both). Examples include, but are not limited to, the subject parcel, lots, tracts, open space, common space, road right-of-way, other plat specified dedications, Critical Area Protection Area Easement(s) (CAPA/E) area and any other areas called for in the preliminary approval decision or relevant revisions. Net areas are not required. |
| <input type="checkbox"/> | <input type="checkbox"/> | F. Easements. Disclose all existing and proposed easements including but not limited to those that have been or will be granted to the Snohomish County and burdening the subject property being subdivided on the subdivision drawings with location, dimensions, type, and, if already of public record include the Snohomish County Auditor's file number (AFN). Cite all easements of record (note if shown on the subdivision drawings and where, or if not able to plot). Verify all easements disclosed on approved as-built documents are shown on face of plat. Show any off-site easements being used or granted when they adjoin the plat. |

G. Restrictions and Covenants. Required language provided by the checklist, hearing examiner or administrative decision shall be noted along with any covenants the owner wishes to impose upon property.

H. Specific Conditions from Preliminary Decision. See decision for any specific conditions assigned to plat.

VII. Standard Content Informational Items.

It is the responsibility of the licensed Land Surveyor preparing the map to assure compliance with all relevant WAC and RCW requirements, including, but not limited to, Chapters 332-120 (Survey monuments) and 332-130 (Minimum standards for land boundary surveys and geodetic control surveys and guidelines for the preparation of land descriptions) WAC as well as Chapters 58.04 (Boundaries), 58.09 (Surveys – Recording), 58.17 (Plats – Subdivisions – Dedications), and 64.90 (Washington Uniform Common Interest Ownership Act) RCW, Snohomish County Code and the Snohomish County EDDS (Engineering Design and Development Standards). Besides statutory and County code requirements, the drafting and data presentation must also meet the Snohomish County Auditor [checklist requirements](#). **PDS will review the following items to ensure that they have been placed on the plat or short plat:**

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A. Dedications and Declarations. See Appendix “B”.

1. Dedication(s)

2. Declaration(s)

3. Tracts

4. Homeowners Association

5. Washington Uniform Common Interest Ownership Act

6. Signature Lines

B. Acknowledgements. See Appendix “C”.

C. Existing Easements, Covenants, and Restrictions. Summarize and cite all easements, covenants, restrictions, and reservations of record as contained in the plat certificate or title report (unless verified as removed before recording). Briefly describe the purpose of the easement and the lot(s) or tracts that it affects. If the easement can be located on the plat or short plat map, its location shall be shown.

D. Proposed Easements. Proposed easements that are created by plat process and should be grouped under a similar heading and should include the following: Clearly indicate whether the easement is public or private, state the purpose of the easement, list the benefitting and burdened property owners, a brief description of where the easement is located (i.e. over lots 1 through 5 as shown hereon), and who will be responsible for maintenance. Easements should be graphically shown on the map wherever possible and/or or be legally described (i.e. “Over the entirety of Tract 999”). When graphically shown on the map, an easement should be dimensioned

accurately and contain a note regarding its purpose and a reference to the language granting it. Textual easements shall be shown as indicated in item E below.

E. Proposed Covenants, Conditions and Restrictions. Include all proposed covenants, conditions, and restrictions on the face of the plat and short plat. Textual easements, covenants, conditions, and restrictions shall be located in the covenants, conditions, and restrictions section of the final plat or short plat map. Accurate outlines and designations of any area or easements to be dedicated or reserved for public use or to be committed for the common use of property owners shall be shown on the plat or short plat map with the purpose of dedication, reservation, and commitment clearly indicated. (See decision for specific requirements, does not apply to all types of subdivisions)

F. Private Roads. See Appendix "D".

G. Stormwater Facility and Drainage Easements. See Appendix "E".

H. Critical Areas. See Appendix "F".

I. Well Covenant. See Appendix "G".

J. Temporary Turn Around Easement. See Appendix "H".

K. General Restrictions. See Appendix "I".

L. Utility Easements. See Appendix "J".

M. Development-Specific Requirements. See Appendix "K."

1. Rural Cluster Subdivisions or Short Subdivisions
2. Planned Residential Developments
3. Unit lot subdivisions or Short Subdivisions

N. Standard Requirements for Land Subdivision Plat Alterations. See Appendix "L".

O. Drafting Elements.

1. Standard sheet size. The size of each sheet shall be 18" (L) x 24" (W). A margin line shall be drawn completely around each sheet, leaving an entirely blank margin of 2" on the left edge, and ½" on the other three sides, or as otherwise required by the Snohomish County Auditor's Office. WAC 332-130-050(5).

2. Sheet views required. If more than two sheets are necessary to display the subdivision drawing, an index of the entire subdivision showing the arrangement of all sheets shall be required. In the event that more than one subdivision sheet is used, a lot, tract, and easement area shall be shown entirely on one sheet.

3. Plat must be legible. Uniform contrast, no highlighting or cross-hatching, no dots, half-tone or screening, or other drafting which interferes with legibility. Printing meets or exceeds minimum size (0.08"). [WAC 332-130-050\(1\)\(d\)](#).

4. PLSS Index. The Public Land Survey System, (PLSS) indexing data shall contain the proper section, township, and range indexing information on the first sheet ([WAC 332-130-050\(1\)\(a\)\(iv\)](#)).

5. Title block. Title block and information shall be complete and on all sheets of the final plat (([WAC 332-130-050\(1\)\(a\)\(i\)](#)). Required title block information: the subdivision name, owner’s name, title of document, survey firm or business, and/or land surveyor that performed the survey, address, phone number and PFN (associated with the approved preliminary subdivision). The subdivision name shall match the name on the plat name reservation (not applicable to short plats or short subdivisions).

6. Plat details. Plat name, project file number, type of development, north arrow, basis of bearing, horizontal datum, and drawing scale ([RCW 58.09.060](#) and [WAC 332-130-050\(1\)\(b\)](#)). The scale of the subdivision shall be shown with graphic scale. A common scale shall be used such as 1” = 100’, or 1” = 50’, or 1” = 20’; or other scale approved by PDS.

7. Lots shall be numbered in sequence. No two lots in any subdivision shall bear the same number, except in cases of division of the platted subdivision into separate blocks or divisions. Lot numbering of each block or division shall begin with lot number one. Tracts shall not be lettered, and shall use a numbering system different than the lots such as 998, 999, etc.

P. Survey Information List

1. Legal description. A full and complete record legal description of all land included in the subdivision. WAC 332-130-050(1)(f)(v) and SCC 30.41A.010(1)(m)[plats].

2. Basis of Bearing. Cite what line and points are used or held (i.e., the description of the directional reference system, along with the method and location of obtaining it, shall be clearly given). This can be indicated on face of subdivision by showing graphically or with a surveyor’s narrative.

3. Accuracy statement. Statement of equipment used, and the procedures used, and that accuracy meets or exceeds the standards listed in WAC 332-130 et.al. with special attention to -080, -100 and -110.

Q. Boundary Resolution. The survey shall show the location of all elements controlling the boundaries of the subdivision and meet all applicable state and county code requirements. RCW 58.09.060(1)(a), RCW 58.17.160, WAC 332-130-030, and Snohomish County Engineering Design Development Standards, (EDDS) [Boundary]. **It is the responsibility of the stamping surveyor to ensure compliance with the following elements.**

1. PLSS corner information and section subdivision or a reference that meets state requirements if applicable. [RCW 58.17.160(2)].

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Ties and/or references to underlying and adjacent plats, short plats and other land records if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Disclose all corner positions shown to be at variances with previous land records (i.e. Deed calls, records of survey and subdivisions). [WAC 332-130-050(1)(f)]. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Provide the physical description of any monuments shown, found, established, or re-established, including type, size and date visited. The final plat shall clearly show any stakes, monuments or other evidence that indicates it was used to establish the boundaries of the plat or its ad-joiners. This includes location of adjacent lot corners found on common line. [WAC 332-130-040 & 332-130-050(1)(f)]. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Identify any ambiguities, hiatuses, and/or overlapping boundaries. Show the location and nature of all evidence for any physical appurtenances which may indicate encroachment(s), such as but not limited to: fences, buildings, slabs, or driveways. [RCW 58.17.255, WAC 332-130-050(1)(f)]. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Address survey-related conditions, if any, from Hearing Examiner's Decision or Administrative Decision and any subsequent minor corrections or revisions. Provide documentation of completion. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Depict monuments and lot corners graphically consistent with the requirements in Chapters 58.09 RCW and 58.17 RCW, Chapters 30.41A and 30.41B SCC, and Snohomish County EDDS. This includes location with ties to the adjacent lot corners found on comment lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Intelligent interpretation. Provide sufficient information to explain how boundary lines and corners were established or re-established, the acceptance or rejection of found monumentation, and the methodology used. Identify all documents (recorded or unrecorded) relied upon. Disclose any factors, such as evidence of occupation that may have assisted in the resolution of the boundary. It is recommended to prepare this in the form of a Surveyor's Note or Narrative. [RCW 58.09.060(1), WAC 332-130-050(1)(f)]. |

VIII. Site Conditions, Land Survey Items

When the final plat or short plat map is ready to record and matches the condition of the project site, it is the professional Land Surveyor's responsibility to ensure that the following land survey standards are met **prior to requesting a site inspection** [RCW 58.17.240, SCC 30.41A.610; SCC 30.41B.620]:

- I. Road Monuments.
- II. Boundary, block, and lot corners, and witness corners.
- III. Meander lines for contiguous bodies of water.

IX. Checklist Authority

The Director of Snohomish County Planning and Development Services is authorized under SCC [30.70.030](#) to establish and revise permit application submittal requirements. These requirements are established as shown above and shall be on file with the Department. Due to site-specific or project-specific circumstances, the Director or their designee may waive individual requirements on a case-by-case basis.

Appendix A - Certifications and Approvals

The following certificates and approvals shall appear on the face of the final plat or short plat:

Land Surveyor's Certificate must be placed on the first sheet using at least Option (a) outlined in the following. In some circumstances, Option (b) may apply. If both Option (a) and Option (b) apply, the following should be adapted as necessary and applicable to the type of development proposed:

- a. Use Option (a) below in a substantially similar form for plats and short plats:

SURVEYOR'S CERTIFICATE

I hereby certify that the [short] plat of [insert the name of the plat] is based upon an actual survey and subdivision of Section ___ Township ___ North, Range ___ East, W.M. as required by state statutes, that the distances, courses and angles are shown thereon correctly, that the monuments are set and lot and block corners shall be staked correctly on the ground, and that I fully complied with the provisions of the state and local statutes and regulations governing platting.

Professional Land Surveyor Certificate No. Date

- b. Use Option (b) below in a substantially similar form for plats and short plats, as appropriate, and include surveyor acknowledgement when subject to Chapter [64.90](#) RCW:

SURVEYOR'S CERTIFICATE

This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Survey Recording Act at the request of _____ [name of party requesting the survey] on _____ [insert date]. I hereby certify that this map for _____ [name of common interest community] is based upon an actual survey of the property herein described; that the bearings and distances are correctly shown; that all information required by the Washington Uniform Common Interest Ownership Act to be reflected on the map is supplied herein; and that all horizontal and vertical boundaries of the units, (1) to the extent determined by the walls, floors, or ceilings thereof, or other physical monuments, are substantially completed in accordance with said map, or (2) to the extent such boundaries are not defined by physical monuments, such boundaries are shown on the map.

Professional Land Surveyor Certificate No. Date

Auditor's Certificate. The auditor's certificate must be placed on the first sheet (bottom or right edge, not necessarily margined) verbatim:

AUDITOR'S CERTIFICATE

Filed for record at the request of [insert surveyor's or platlor's name] this _____ day of _____, 20___, at _____ minutes past ___ m, and recorded in Vol. _____ of

[short] plats, page(s) _____, AFN _____, records of Snohomish County, Washington.

Auditor, Snohomish County

By: _____
Deputy County Auditor

Treasurer's Certificate. The treasurer's certificate must be placed on the first sheet verbatim:

TREASURER'S CERTIFICATE

I hereby certify that all state and county taxes heretofore levied against the property described herein, according to the books and records of my office, have been fully paid and discharged, including _____ taxes.

Tax ID(s) of existing parcels being herein subdivided: _____

Treasurer, Snohomish County

By: _____
Deputy County Treasurer

County Engineer Approval. The county engineer approval must be placed on the first sheet verbatim for all subdivisions, and on short subdivisions only when dedication to the County is required:

COUNTY ENGINEER APPROVAL

Dedication of right-of-way examined, approved, and accepted this ____ day of _____, 20__.

Snohomish County Engineer/Public Works Director

Planning and Development Services Approval. The planning director approval must be placed on the first sheet verbatim:

PLANNING AND DEVELOPMENT SERVICES APPROVAL

Examined, found to conform to all terms of the preliminary [short] plat approval, the requirements of Chapter 58.17 RCW, other applicable state laws, and applicable local ordinances, and approved this ____ day of _____, 20__.

Snohomish County Planning and Development Services Director

Appendix B - Dedications and Declarations

A dedication or declaration statement shall be included on the first sheet of the plat or short plat. Use the following language:

Dedication. Use the following language when there is a dedication of public area, right-of-way, or other tracts to the public. The dedication must list all parties of any ownership interest and beneficiaries of deeds of trust in the text of the dedication and provide line(s) for signature(s). **If there is no dedication of areas to the public, use a DECLARATION.**

Dedication statement:

Know all persons by these presents that [insert names of ownership as listed in the vesting deed(s)], the undersigned owner(s), in fee simple of the land hereby platted, and [insert name of beneficiaries as listed in the vesting deed(s)], the mortgagee thereof, hereby declare this [short] plat and dedicate to the use of the public forever all streets, avenues, places and sewer easements or whatever public property there is shown on the [short] plat and the use for any and all public purposes not inconsistent with the use thereof for public highway purposes. Also, the right to make all necessary slopes for cuts and fills upon lots, blocks, tracts, etc. shown on this [short] plat in the reasonable original grading of all the streets, avenues, places, etc. shown hereon. Also, the right to drain all streets over and across any lot or lots where water might take a natural course after the street or streets are graded. Also, all claims for damage against any governmental authority are waived which may be occasioned to the adjacent land by the established construction, drainage, and maintenance of said roads.

Following original reasonable grading of roads and ways hereon, no drainage waters on any lot or lots shall be diverted or blocked from their natural course so as to discharge upon any public road rights-of-way to hamper proper road drainage. The owner of any lot or lots, prior to making any alteration in the drainage system after the recording of the [short] plat, must make application to and receive approval from the Snohomish County Department of Public Works for said alteration. Any enclosing of drainage waters in culverts or drains or rerouting thereof across any lot as may be undertaken by or for the owner of any lot shall be done by and at the expense of such owner, after acquiring necessary permits from the Snohomish County Planning and Development Services, if required, and subject to any other existing permitting requirements therefore.

In the event that a waiver of right of direct access is included, then the dedication shall contain the following additional language as shown after the dedication statement:

That said dedication to the public shall in no way be construed to permit a right of direct access to [insert name of street] street from Lot(s) _____, nor shall Snohomish County or any other local governmental agency within which the property is or may become located ever be required to grant a permit to build or construct an access of approach to said street from said lots.

Declaration. When there is no dedication of right-of-way or other tracts to the public, a declaration shall be provided. The declaration must list all parties of any ownership interest and beneficiaries of deeds of trust in the text of the declaration and provide line(s) for signature(s).

Know all persons by these presents that [insert name of ownership as listed in the title report or plat certificate], the undersigned owner(s), in fee simple of the land hereby platted, and [insert name of beneficiaries as listed in title report or plat certificate], the mortgagee thereof, hereby declare this [short] plat and convey to the lots a perpetual easement for ingress and egress, and utilities over, under and on all private streets, avenues, and places as shown on the plat; and hereby declare and grant easements to any water, sewer, electric, telephone, television cable, gas

or other utilities as shown on the plat providing service to this subdivision or other property. Also, the right to make all necessary slopes for cuts and fills upon lots, blocks, tracts, etc. shown on this plat in the reasonable original grading of all the private streets, avenues, places, etc. shown hereon. Also, the right to drain all streets over and across any lot or lots where water might take a natural course after the street or streets are graded.

Following original reasonable grading of roads and ways hereon, no drainage waters on any lot or lots shall be diverted or blocked from their natural course so as to discharge upon any private road rights-of-way to hamper proper road drainage. Any enclosing of drainage waters in culverts or drains or rerouting thereof across any lot as may be undertaken by or for the owner of any lot shall be done by and at the expense of such owner and shall be done in accordance with any permits needed from the regulating government agency(s).

Tracts & Homeowners Association. In the event the plat or short plat contains tracts, then the dedication or declaration shall use language as specified in either of the following:

- i. For plats and short plats without a homeowner's associations:

Tract(s) ____ through ____ are hereby granted and conveyed together with all obligations to maintain the tracts consistent with County code, to Lots ____ through ____ with an equal and undivided interest upon the recording of this [short] plat subject to an emergency maintenance easement granted and conveyed to Snohomish County. Use of said tracts is restricted to that specified in the approved final [short] plat. The owners of all lots within the [short] subdivision shall comply with those County regulations and conditions of final [short] subdivision approval specified on the plat. These tracts shall remain an appurtenance to and inseparable from each lot. This covenant shall be binding upon and inure to the benefit of the owners of all lots within the [short] subdivision and all others having any interest in the tracts or lots.

- ii. For plats and short plats with a homeowner's association:

Tract(s) ____ through ____ are hereby granted and conveyed to the _____ Homeowners Association (HOA) upon recording of this [short] plat subject to an emergency maintenance easement granted and conveyed to Snohomish County. Ownership and maintenance of said tracts consistent with county code shall be the responsibility of the HOA unless and until tract ownership by all lots within this [short] subdivision is authorized pursuant to a final plat [short] alteration. Use of said tracts is restricted to that specified in the approved final [short] plat. The HOA and the owners of all lots within the [short] subdivision shall comply with those County regulations and conditions of final [short] subdivision approval specified on the [short] plat. The HOA shall remain in existence unless and until all lots within this [short] subdivision have assumed common ownership of said tracts. In the event that the HOA should be dissolved, then each lot shall have an equal and undivided ownership interest in the tracts previously owned by the HOA as well as responsibility for maintaining the tracts. Membership in the HOA and payment of dues or other assessments for maintenance purposes shall be a

requirement of lot ownership, and shall remain an appurtenance to and inseparable from each lot. This covenant shall be binding upon and inure to the benefit of the HOA, the owners of all lots within the [short] subdivision and all others having any interest in the tracts or lots.

iii. If item "ii". above is used and a tract is created which can be used by past and future divisions of the plat and/or maintenance obligations are to be assigned to a homeowners association, then add the following sentence to the above paragraph:

Any lot with or without ownership interest in Tracts ____ through ____ that has membership in the _____ Homeowners Association has all rights and responsibilities, including obligations, consistent with those rights and responsibilities of the lots having ownership interest in Tracts ____ through ____.

Washington Uniform Common Interest Ownership Act (WUCIOA). Consistent with Chapter 64.90 RCW, final plats and short plats subject to the Washington Uniform Common Interest Ownership Act shall include a declaration in a substantially similar form to the following:

The undersigned owner or owners of the interest in the real estate described herein hereby declare this map and dedicate the same for a common interest community named ____ [name of common interest community], a plat community, as that term is defined in the Washington Uniform Common Interest Ownership Act, solely to meet the requirements of the Washington Uniform Common Interest Ownership Act and not for any public purpose. This map and any portion thereof is restricted by law and the Declaration for ____ [name of common interest community], recorded under [name of county in which the common interest community is located] Auditor's File No. ____ [recording number].

REQUIRED Declarations, Covenants and Restrictions. The following language shall be placed on all final plats and short plats.

Only those declarations, covenants and restrictions required by law, or applicable county code, are deemed to be conditions of approval of the plat for purposes of RCW 58.17.100 and may only be amended or modified as provided therein. All other terms or conditions which may be incorporated within any such Declaration or other Covenants, Conditions or Restrictions pertaining to the plat not required as set forth above shall be deemed private contractual agreements between the parties to said Declaration or Covenant and subject to enforcement or amendment between the parties as may be provided therein.

Signature Lines. Provide the following signature line(s) following dedication or declaration sections.

In witness whereof, we set our hands and seals this ____ day of _____, 20 ____.

*_____
[Insert a signature line and name for each ownership entity, lien holder, if applicable, and beneficiaries of deeds of trust as shown in the title report or plat certificate]*

Appendix D - Private Roads

Private Roads. If the plat or short plat contains a commonly owned private road, the following shall be shown on the face of the plat:

Include engineer's certificate and the following text in the covenants, conditions, and restrictions section of the final plat or short plat map:

The cost of construction and maintaining all roads not herein dedicated as public roads shall be the obligation of all of the owners and the obligation to maintain shall be concurrently the obligation of any corporation in which title of the roads and streets may be held. In the event that the owners of any lots served by the roads or streets of this [short] plat shall petition the Snohomish County Council to include these roads or streets in the public road system, the petitioners shall be obligated to bring the same to County road standards applicable at the time of petition in all respects, including dedication of rights-of-way, prior to acceptance by the County.

The engineer's certificate must be placed on the first sheet verbatim:

ENGINEER'S CERTIFICATE

Private road examined and approved this _____ day of _____, 20__.

Engineer [Engineer's Seal]

If there are private roads required to be reserved for future conversion to a public road, the following shall be shown on the face of the plat. **OR**, use language from preliminary decision in place of this language:

"In consideration of the [subdivision / short subdivision / Binding Site Plan] access approval, the owners of the lots of the [short] subdivision, their heirs, successors, and assigns, covenant and agree not to protest the conversion of the [thirty / forty / etc.] -foot easement and private road, on the [N/S/E/W] side of the parcel, to a public road at any time the county determines a public road is necessary, or a public road is required for further development of any lots that have access to said road. The owners of the [short] subdivision lots, their heirs, successors, and assigns further agree and covenant to provide all necessary authorizations and to execute all necessary conveyance documents, at no cost and expense to the county, to accomplish the dedication and/or conversion of the private road to the county for public road purposes. This covenant touches and concerns the property, runs with the land, and is binding upon all subsequent purchasers, heirs, successors, and assigns. This covenant to provide right-of-way in no way obligates the owners to fund any construction or maintenance of a public road."

Appendix E – Stormwater Facility and Drainage Easements

Stormwater facilities must be located in a lot or tract, except that under some circumstances, with permission of the County Engineer, stormwater facilities may instead be located in an easement. Stormwater facility easements and covenants are required for all final plat and final short plat applications. The following language must be placed on the face of the final plat or short plat:

If on-site stormwater facilities will be owned and maintained by a homeowners association, the following language shall be placed in the covenants, conditions, and restrictions section of the final plat or short plat map:

STORMWATER FACILITY EASEMENT AND COVENANT

Stormwater facilities in this [short] subdivision are located in stormwater facility easements as shown on the face of this [short] plat. These stormwater facility easements, together with the stormwater facilities located in such easements, are established as common areas of the [short] subdivision that shall be owned, managed and maintained by the homeowners association (HOA) for the benefit of the lot owners. The HOA shall regularly inspect and maintain the stormwater facilities, performing whatever maintenance, repair, renovation, replacement, rebuilding, and/or retrofitting as may be reasonably necessary to keep said facilities functioning as intended. As a part of the HOA's obligation to maintain the stormwater facilities, the HOA shall not create, place, or maintain (nor allow any other person to create, place, or maintain) any obstruction on, in, under, across, upon, or through any of the stormwater facilities or the stormwater facility easements. Obstructions placed within the easement area may be removed by Snohomish County at the sole expense of the HOA. The HOA shall keep an operation and maintenance manual for the stormwater facilities in which all inspections and maintenance performed on said facilities shall be logged.

Snohomish County shall have the right, but not the obligation, at any time and from time to time, to enter onto any one or more of the stormwater facility easements for purposes of inspecting the stormwater facilities located thereon. Snohomish County shall also have the right, but not the obligation, upon reasonable advance notice to the HOA, to review the operation and maintenance manual for the stormwater facilities. Should any inspection by Snohomish County of one or more stormwater facilities reveal a need for maintenance, repair, replacement, rebuilding, and/or retrofitting, Snohomish County shall notify the HOA in writing of the need for such work. If the HOA fails to perform the necessary maintenance, repair, replacement, and/or retrofitting within a reasonable time after receiving Snohomish County's written notice (taking into account the type and extent of work needed), Snohomish County shall then have the right, but not the obligation, to enter onto the stormwater facility easement(s) at issue and perform all or any portion of the specified work at the HOA's cost and expense. The HOA shall reimburse Snohomish County for the costs and expenses incurred by Snohomish County in performing such work within 90 days after receiving Snohomish County's invoice for same.

Notwithstanding anything to the contrary contained above, in the event of an emergency, Snohomish County shall have the right, but not the obligation, to enter onto any one or more of the stormwater facility easements and perform such emergency maintenance and/or repair to the stormwater facilities located thereon as may be reasonably necessary to avoid imminent harm or damage to persons or property, without the necessity of providing the HOA advance written notice or an opportunity to cure the problem. The HOA shall reimburse Snohomish County for the costs and expenses incurred by Snohomish County in performing such emergency maintenance and/or repair work within 90 days after receiving Snohomish County's invoice for same.

If on-site stormwater facilities will be owned and maintained by all lot owners in common (not by a homeowners association) the following language shall be placed in the covenants, conditions, and restrictions section of the final plat or short plat:

STORMWATER FACILITY EASEMENT AND COVENANT

Stormwater facilities in this [short] subdivision are located in stormwater facility easements as shown on the face of this [short] plat. These stormwater facility easements, together with the stormwater facilities located in such easements, are hereby granted and conveyed to the owners of Lots ____ through ____ (collectively, the “lot owners”), each of whom shall have an equal and undivided ownership interest in said easements and facilities. The lot owners shall be jointly and severally responsible for regularly inspecting and maintaining the stormwater facilities, including performing whatever maintenance, repair, renovation, replacement, rebuilding, and/or retrofitting may be reasonably necessary to keep said facilities functioning as intended. As a part of the lot owners’ obligation to maintain the stormwater facilities, the lot owners shall not create, place, or maintain (nor allow any other person to create, place or maintain) any obstruction on, in, under, across, upon, or through any of the stormwater facilities or the stormwater facility easements. Obstructions placed within the easement area may be removed by Snohomish County at the sole expense of the lot owners. The lot owners shall keep an operation and maintenance manual for the stormwater facilities in which all inspections and maintenance performed on said facilities shall be logged.

Snohomish County shall have the right, but not the obligation, at any time and from time to time, to enter onto any one or more of the stormwater facility easements for purposes of inspecting the stormwater facilities located thereon. Snohomish County shall also have the right, but not the obligation, upon reasonable advance notice to the lot owners, to review the operation and maintenance manual for the stormwater facilities. Should any inspection by Snohomish County of one or more stormwater facilities reveal a need for maintenance, repair, replacement, rebuilding, and/or retrofitting, the County shall notify the lot owners in writing of the need for such work. If the Lot owners fail to perform the necessary maintenance, repair, replacement, rebuilding, and/or retrofitting within a reasonable time after receiving Snohomish County’s written notice (taking into account the type and extent of work needed), Snohomish County shall then have the right, but not the obligation, to enter onto the stormwater facility easement(s) at issue and perform all or any portion of the specified work at the cost and expense of the lot owners. The lot owners shall be jointly and severally liable to Snohomish County for such costs and expenses. The lot owners shall reimburse Snohomish County for the costs and expenses incurred in performing such work within 90 days after receiving Snohomish County’s invoice for same.

Notwithstanding anything to the contrary contained above, in the event of an emergency, Snohomish County shall have the right, but not the obligation, to enter onto any one or more of the stormwater facility easements and perform such emergency maintenance and/or repair to the stormwater facilities located thereon as may be reasonably necessary to avoid imminent harm or damage to persons or property, without the necessity of providing the lot owners with advance written notice or an opportunity to cure the problem. The lot owners shall be jointly and severally liable to Snohomish County for the costs and expenses incurred by Snohomish County in performing such emergency work. The lot owners shall

reimburse Snohomish County for the costs and expenses incurred in performing such work within 90 days after receiving Snohomish County's invoice for same.

DRAINAGE EASEMENTS: Specify whether public or private drainage easement. See Chapter 30.63A for requirements. Specify all private drainage easements as private drainage easements and the lots that benefit. Include a paragraph in the easement section on maintenance obligations when a private drainage easement is required. See the drainage or construction plans for details. Include the following language for public drainage easements. **OR**, use language from preliminary decision in place of this language.

No fill, structures, fences, walls, rip rap, buildings or other similar obstructions to access or restrictions to the flow of water may be placed within the easement area without the written consent of the director. Obstructions placed within an easement area in violation of this restriction may be removed by the county at the sole expense of the property owner(s), and the property owner(s) shall reimburse the county for the cost of removal.

Appendix F – Critical Areas

Critical Areas. If protected critical areas affect the plat or short plat, then they shall be properly shown on the face of the plat or short plat either in tracts and/or easements and designated as a Critical Area Protection Area or Critical Area Protection Area Easement (CAPA/E). All critical area features shall be properly identified with their location and extent as well as specifying their designation classification (e.g., Type F Stream, Category II Wetland, or Landslide Hazard Area). The following language shall be placed in the covenants, conditions, and restrictions section of the final plat or short plat map. **OR**, use language from preliminary decision in place of this language. (please contact PDS staff if vested prior to October 1, 2007 for Native Growth Protection Area (NGPA) language:

CRITICAL AREA PROTECTION AREAS

All Critical Area Protection Areas shall be left permanently undisturbed in a substantially natural state. No clearing, grading, filling, building construction or placement, or road construction of any kind shall occur, except the activities set forth in Snohomish County Code are allowed, when approved by the County.

When CAPA/E is required, use the following easement language.

CRITICAL AREA PROTECTION AREA EASEMENT

In consideration of Snohomish County Code requirements, a non-exclusive Critical Area Protection Area/Easement (CAPA/E) is hereby granted to Snohomish County, its successors or assigns. Said CAPA/E area is depicted on the approved plans. Except as otherwise provided, the CAPA/E shall be left permanently undisturbed in a substantially natural state. No clearing, grading, filling, building construction, or placement, or road construction of any kind shall occur within said easement area; except the activities set forth in Snohomish County Code are allowed, when approved by the County. Some activities which may be permitted in the CAPA/E include: (1) On-going legally established development activities, (2) development activities, actions requiring project permits, and clearing listed as exempt pursuant to SCC 30.62A.010(2); after review by the Department; (3) enhancement of the

functions and values of the critical area or its buffer, and minor development activities listed at SCC 30.62A.510; and (4) emergency activities conducted in accordance with SCC 30.62A.530. The right to use and possess the easement area is retained, provided that the use does not interfere with, obstruct or endanger purpose of said easement.

The County, its successors and assigns, shall have the right of ingress and egress to and from this easement and across the adjacent property in this subdivision for the purpose of monitoring and enforcing proper operation and maintenance of the Critical Area Protection Area Easement. The lot owner(s) shall be responsible for operating, maintaining, repairing and restoring the condition of the CAPA/E if any unauthorized disturbance occurs. By acceptance of the easement for the purposes described, Snohomish County does not accept or assume any liability for acts or omissions of the lot owner, his or her invitees, licensees or other third parties within the Easement Area. The lot owner holds Snohomish County harmless from any claim of damage or injury to any property or person by any person entering the Easement area not expressly authorized to do so by Snohomish County. This easement is created, granted and accepted for the benefit of the subdivision and the general public, but shall not be construed to provide open or common space for owners within the subdivision or members of the public.

Appendix G - Well Covenant

Well Covenant. When required by the Snohomish Health District, use standard language for existing or proposed on-site wells. **OR**, use language from preliminary decision in place of this language.

When wells have not been installed, the following statement shall be placed in the covenants, conditions, and restrictions section of the final plat or short plat map (do not graphically depict the proposed wells):

Well protection zones are shown in the Snohomish Health District records for Lot(s) _____ of this [short] plat. The well protection zones are not based on actual constructed wells. The well protection zones may require revision if the well cannot be located as proposed. If moved, the 100-foot radius well protection zone shall not extend beyond the [short] subdivision exterior boundaries without written consent and recorded well protection covenant from the affected property owners. After installation of any water well to serve lots within this [short] subdivision, all owners, and successors agree to maintain 100-foot well protection zones in compliance with current state and local well siting and construction regulations, which, at a minimum, prevent installation of drainfields within the well protection zone. The revision of the well protection zone location is a private matter between the affected lot owners and does not require a [short] plat alteration.

When wells are existing, graphically depict the well and protection zone with a tie to a corner and add the following well covenant shall be placed in the covenants, conditions, and restrictions section of the final plat or short plat map:

A 100-foot radius well protection zone covenant is hereby established on Lot(s) _____ around the existing wells as located on the [short] plat. All owners of property shown within this protection zone agree to comply with current state and local well site protection measures, which, at a minimum, prevent installation of drainfields within the well protection zone.

Appendix H – Temporary Turn Around Easements

If a temporary turn around easement is required, the following shall be located in the covenants, conditions, and restrictions section of the final plat or short plat map. **OR**, use language from preliminary decision in place of this language:

The [Width]-foot Temporary Turn Around easement located on [indicate lot(s) that have easement]. This easement shall automatically expire when the public street is extended [indicate direction], accepted and maintained by the County or its successors and assigns

Appendix I – General Restrictions

The following are general restrictions that must appear on the face of the plat (locate these restrictions with the other restrictions being created):

- 1. No further division of any lot is allowed without submitting for a new subdivision or short subdivision.*
- 2. The sale or lease of less than a whole lot in any subdivision platted and filed under Chapter [indicate 30.41A SCC or 30.41B SCC] is expressly prohibited except in compliance with Chapter [indicate 30.41A SCC or 30.41B SCC].*
- 3. All landscaped areas in public rights-of-way shall be maintained by the developer or his or her successor(s) and must be reduced or eliminated at the request of the County if deemed necessary for or detrimental to County road purposes. (Do not use if there are no public roads.)*

Appendix J – Utility Easements

Accurate outlines and designations of any area or easements to be dedicated or reserved for public use or to be committed for the common use of all property owners with the purpose of dedication, reservation and commitment to be clearly set forth on the plat document together with accurate references to appropriate recorded documents. A 10-foot utility easement shall be granted along the street frontage of all lots, tracts, and common areas and shall be indicated on the face of the final plat or short plat. **NOTE:** Different widths or locations may be authorized for unit lot subdivision and unit lot short subdivisions in accordance with SCC 30.41A.205 and SCC 30.41B.205. Use the following language (locate this easement with the other easements being created):

An easement is hereby reserved for and granted to all utilities serving subject plat and their respective successors and assigns, under and upon the exterior [10 feet] parallel with and adjoining the street frontage of all lots, tracts and common areas in which to install, lay, construct, renew, operate and maintain underground conduits, cables, pipe, and wires with necessary facilities and other equipment for the purpose of serving this subdivision and other property

with electric, telephone, gas, television cable and other utility services together with the right to enter upon the lots, tracts and common areas at all times for the purposes herein stated.

Drainage easements designated on the plat are hereby reserved for and granted to Snohomish County, except those designated on the plat as private easements, together with the right of ingress and egress and the right to excavate, construct, operate, maintain, repair and/or rebuild an enclosed or open channel storm water conveyance system and/or other drainage facilities, under, upon or through the drainage easement.

Appendix K – Development Specific Requirements

Rural Cluster Subdivisions or Short Subdivisions

The following items shall be provided and/or appear on the face of all plats and short plats for rural cluster subdivisions and short subdivisions (Chapter [30.41C](#) SCC):

- A. Open Space Management Plan. Provide a copy of the approved open space management plan. Include any required revisions or addendums to the Open Space Management Plan at the time of final plat or final short plat submission.
- B. Open Space Management Plan Note. For all rural cluster subdivisions and subdivisions approved on or after April 5, 2009, the Open Space Management Plan shall be noted on the face of the plat or short plat with a citation to the auditor’s file number (locate this restriction with the other restrictions being created).
- C. The following notice shall be on the face of the Plat or Short Plat and included as a restriction:

“Tract ___ is a restricted open space tract with limited uses pursuant to chapter 30.41C SCC. The open space tract is intended to be preserved in perpetuity.”

- D. Interim Open Space in the Rural Urban Transition Area (RUTA). For interim open space placed in a tract within the Rural to Urban Transition Area, include the following restriction on the face of the plat or short plat (locate this restriction with the other restrictions being created):

Tract ___ is an open space tract reserved for future development when the Urban Growth Area is expanded to include the open space parcel. Future development of this tract may include residential, commercial, and industrial uses commonly found in an urban area. The open space tract is not intended to be preserved in perpetuity

- E. If required, provide disclosure statement regarding the use rights associated with the natural resource lands per SCC 30.41C.100. The disclosure statement shall contain text stating the protections and potential hazards of proximity to agriculture, forestry, or mineral uses as required in SCC 30.32A.220, SCC 30.32B.220, or SCC 30.32C.210.
- F. Other Easements and Tracts. Note all restricted open space tracts, sight-obscuring, visual and perimeter buffers, as appropriate on the face of the plat or short plat and corresponding restrictions.

Planned Residential Developments

The following items shall appear on the face of all plats and short plats when associated with a Planned Residential Development (Chapter [30.42B](#) SCC) approval:

- A. Planned Residential Development Note. The following note shall be included on the face of the plat or short plat (locate this restriction with the other restrictions being created):

All site development and future activity shall comply with the approved PRD Official Site Plan on file with the Snohomish County Department of Planning and Development Services or their successor agency.

Unit Lot Subdivisions or Short Subdivisions

The following items shall appear on the face of all plats and short plats for unit lot subdivisions and short subdivisions (SCC [30.41A.205](#) and [30.41B.205](#)):

- A. Unit Lot Subdivision and Short Subdivision Restrictions. The following restrictions shall be included on the face of the plat or short plat. **OR**, use language from preliminary decision in place of this language (locate these restrictions with the other restrictions being created):
- 1. Approval of the design and layout of the development was granted by the review of the development, as a whole, on the parent site by the site development plan approval under PFN _____.*
 - 2. Subsequent platting actions, additions or modifications to the structure(s) may not create or increase any nonconformity of the parent site as a whole, and shall conform to the approved site development plan.*
 - 3. If a structure or portion of a structure has been damaged or destroyed, any repair, reconstruction, or replacement of the structure(s) shall conform to the approved site development plan.*
 - 4. The individual unit lots are not separate buildable lots and additional development of the individual unit lots may be limited as a result of the application of development standards to the parent site*
- B. Access Easements, Joint Use, and Maintenance Agreements, and CC&Rs. Any existing or newly created access easements, joint use and maintenance agreements, and covenants, conditions, and restrictions for use and maintenance of common garage, parking, and vehicle access areas; on-site recreation areas; landscaping; underground utilities; common open space; exterior building facades and roofs; and other similar features shall be recorded with the county auditor's office. Indicate existing or newly created access easements, joint use and maintenance agreements, and covenants, conditions, and restrictions on the face of the plat or short plat, as appropriate, with citation to recording number
- C. Common Area or Other Easements for Ingress, Egress and Utility Access. Indicate all common areas or other easements over, under, and across the parent site for ingress, egress, and utilities access to and from each unit lot on the face of the plat or short plat. Include citation to recording numbers, as appropriate

Zero Lot Line Developments

- A. Zero-Lot-Line Easements. For [zero-lot-line development](#), provide an easement or covenant ensuring that a five-foot wide building maintenance easement is granted for any walls, eaves, chimneys, and other architectural features of a building that rest directly on the line (SCC [30.23A.050](#)).

Appendix L – Standard Requirements for Land Subdivision Plat Alterations

All plat and short plat alterations shall be consistent with SCC [30.41A.700](#), [30.41A.710](#), [30.41B.700](#), and Chapter [58.17](#) RCW as applicable. Ensure that the following information is provided **in addition to all other standard final plat or final short plat information:**

- A. Land Use Master Application** with signatures from majority of persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered.
- B. Survey Revision Narrative.** Clearly state what is altered for the plat on the first page. Also include a prominent note itemizing the change(s) to the original document. Each item shall explicitly state what the change is and where it is located. The changes should exactly match those listed in the preliminary approval of the alteration.
- C. Plat or Short Plat Alterations.** Show alterations as noted in a revision narrative. Also include title and cross-reference to previously filed document; Include the project name and AFN of the original plat being altered in the title of the document on all plat pages (sheets). Note: Legal description for Plat Ateration: should be a full and complete record legal description of all land included in the plat [SCC 30.41A.605 and WAC 332-130-050(1)(f)(v)].
- D. Signatures.** The plat alteration for prepared for recording shall contain signatures of all persons with ownership or security interest in the property to be altered.
- E. Survey Documentation.** Provide all supporting documentation for Alteration(s), including, but not limited to: referenced documents, updated title report or plat certificate, closure calculations, signature verifications, and other relevant documents.