



Final Short Plat Submittal Checklist For Projects Vested Prior to September 30, 2010

For PDS Use Only

PROJECT FILE NUMBER: _____ PROJECT NAME: _____

SECTION I

The following documents are required for the submittal of a final short plat map for processing and recording:

- _____ 1. 1 copy of the Notice of Preliminary Short Plat Approval issued by PDS, or if processed as a Type II decision, the written approval from the Hearing Examiner
- _____ 2. (If applicable) 1 copy of the Minor Revision Approval to a preliminary short plat issued by PDS, or if processed as a Type II decision, the written approval from the Hearing Examiner [SCC 30.41B.310]
- _____ 3. 1 copy of an updated short plat Certificate of Title, current within 30 days. Attach copies of all documents referenced by the certificate. [SCC 30.41B.605, SCC 30.41B.610(2)(e)]
- _____ 4. 7 copies of the final short plat submitted for 1st review; for subsequent reviews, 2 copies will suffice.
- _____ 5. 1 copy of calculations confirming all dimensions (quarter section breakdown, NGPA or CAPA areas), on the short plat. If the short plat utilizes lot size averaging, [SCC 30.23.210] or is a PRD or Rural Cluster subdivision, include calculations confirming requirements.
- _____ 6. If wetland mitigation is required, an as-built of the plantings by the wetlands consultant is required no later than 2nd Review. Field installation inspection of CAPA signs will be performed by inspection staff at 2nd Review.
- _____ 7. The project file number (PFN) of the short plat shown on all sheets.
- _____ 8. Payment of final short plat filing and document review fees. [SCC 30.86.110]
- _____ 9. Covenants, Conditions and Restrictions (CC& R's), if required, must be submitted at 1st Review [SCC 30.41B.605]. Signed originals must be submitted at 2nd Review.

SECTION II

Reviewer's Method of Marking: A **red circle** around the item number represents an incomplete, not found, or see reviewer's note. A **highlight stroke** through the item number represents that the item has been accepted and approved. A different color will be used on each succeeding review. Short plats vest with the substantive portions of any code and not their processing portions.

*** Paragraphed items in bold type shall be cited verbatim.**

All items, from Snohomish County Code Subtitle 30.2; 30.41B.400, 30.41B.605, 30.41B.700; 30.62A, B, and C; 30.41C, WAC 332-130, RCW 58.09 and RCW 58.17, must be complied with when preparing a land boundary survey or plat map. You must review the codes and law to determine the full, specific requirement of each item listed. Snohomish County Code references are shown.

As applicable the following sections contain specific requirements for showing on the final short plat.

1. DECLARATION

- A. Declaration of Short Subdivision, Covenants, and Road Maintenance Agreement. [SCC 30.41B.605]

When the short plat does not require a common private access road, items (2), (3), (4) and (5) may be omitted. It is recommended that the declaration items be numbered.

*** Declaration of Short Subdivision and of Covenants**

Know all persons by these presents that we, the undersigned, having an interest in the real property described by this declaration, do hereby declare the herein described division of land approved as short plat number _____ on this ____ day of _____, 20__, by the Department of Planning and Development Services of Snohomish County, subject to the following covenants and conditions:

(1) The land described by this declaration may not be further subdivided in any manner exceeding a total of four parcels (or a total of nine parcels if located in the Urban Growth Area) by anyone within five years of the above date of approval without a final plat having been filed for record with the auditor of Snohomish County, pursuant to the provisions of Chapter 58.17 RCW, and the ordinances of Snohomish County, and subject to the penalties attendant thereto:

B. For **maintenance of a private road or shared access include items 2 through 5**. At a minimum, provisions for the following shall be described on or recorded with this short plat:

- (1) the method of maintenance of the private road;
- (2) transfer of responsibility to successors and assigns, and
- (3) the placement of liens against persons not fulfilling their maintenance obligations.

For a **shared driveway access** adapt the below to fit. For a **private road** use the following:
[SCC 30.41B.605]

(2) All subsequent deeds will contain provisions for private roads in the manner described herein:

(3) All maintenance of the private road described by this declaration shall be by the owner(s) of the parcels having legal access therefrom or their successor(s), unless and until such road or portions thereof, are improved to Snohomish county public road standards and accepted by Snohomish county.

(4) The private road is hereby subject to a utilities easement in favor of the grantor(s) or the successor(s) and of any electric, telephone, television cable, gas, water, or sewer company, public or private, or their successor(s) to install, construct, operate, maintain, alter, and repair their respective utilities, together with the right of ingress and egress for said purposes; PROVIDED, That if the road should become a public road at some time in the future, all easements within the road shall become null and void, and any utility facilities which physically exist shall become subject to the franchise requirements of the county;

(5) With respect to the private road described by this declaration, whether it remains private or becomes a public road, there is the additional right to make all necessary slopes for cuts and fills; and the right to continue to drain said roads and ways over and across any lot or lots where the water might take a natural course upon reasonable grading pursuant to improvement for dedication of the roads and ways shown herein. Following reasonable grading pursuant to improvement for dedication of the roads and ways shown herein, 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 or hamper proper road drainage, without the approval of Snohomish county;

(6) All landscaped areas in public rights-of-way shall be maintained by the owner(s) or their successor(s) and must be reduced or eliminated at the request of the county if deemed necessary for county road purposes;

(7) Drainage easements designated on the short plat are hereby reserved for and granted to Snohomish county, except those designated on the short plat as private easements, for the right of ingress and egress and the right to excavate, construct, operate, maintain, repair and/or rebuild an enclosed or open channel stormwater conveyance system and/or other drainage facilities, under, upon or through the drainage easement;

Continue with any conditions in the preliminary approval letter and/or any items that need to be cited and summarized from the Title Certificate.

C. If the developer has personal preference restrictions that they would like included, (not required or enforced by the County), add the following paragraph.

*** Additional covenants, easements, and restrictions, if any, solely for the benefit of the grantor, and the successor(s), enforceable only by such persons are attached hereto as**

(insert references to separate additional restrictions) and incorporated by reference as though fully set out herein.

But for the exception contained in paragraph (x) above, these covenants are for the mutual benefit of the grantor and his/their heirs, successors and assigns and are for the further purpose of compliance with the ordinances and regulations of Snohomish County, and the county and such persons are specifically given the right to enforce these restrictions and reservations by injunction or other lawful procedure and to recover any damages resulting from such violation.

Omit the paragraphs above if no additional developer covenants are included.

- D. If there is also a dedication of County road right-of-way, put the signature line under the dedication and not after the declaration. Use the signature line verbiage under dedication.

DATED this ____ day of _____, 20____.

(insert a signature line and printed name for each ownership and beneficiaries of deeds of trust as shown in the title certificate)

2. ADDITIONAL ITEMS applicable in Declaration or Dedication

- A. In the event that a waiver of right of direct access is included, then the declaration or dedication certificate shall contain substantially the following additional language: [SCC 30.41B.605]

* That said dedication to the public shall in no way be construed to permit a right of direct access to *(insert name of street)* from lots numbered *(insert affected lots)*, nor shall the county of Snohomish 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.

- B. The ownership of all tracts (if any) for roads, detention ponds, common areas, etc., must be cited in the declaration or dedication statement [per SCC Assessor's Office for tax segregation purposes]. In the event the short plat contains a tract(s), then the declaration of covenants or dedication as applicable shall contain the language as contained in either (1) or (2) below: [SCC30.41B.605, 30.41B.650]

If option (2) is used, CC&R's and Proof of Incorporation of the Homeowners Association must be provided.

(1) 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. These tracts shall remain an appurtenance to and inseparable from each lot.

(2) 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 short plat alteration. Use of said tracts is restricted to that specified in the approved final short plat. The HOA and 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.

3. DEDICATION

Dedication statement must be provided **when right-of-way is dedicated to the public** and signed by all parties having any ownership interest in the lands being dedicated. [SCC 30.41B.610, SCC 30.41B.630] If there is a road dedication(s), include the following paragraphs:

* **Know all persons by these presents that** *(insert all names of persons with ownership interest as shown in the title certificate)*, **the undersigned owner(s), in fee simple of the land hereby short subdivided, of short plat file number** *(insert Snohomish county file number)*, **and** *(insert name of mortgagee if applicable)*, **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 establishment, 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 an alteration in the drainage system after the recording of the short plat, must make application to and receive approval from the director of the 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 a culvert permit from the department of planning and development services, if required, and subject to any other existing permitting requirements therefore.

IN WITNESS WHEREOF, we set our hands and seals this _____ day of _____, 20__.

(insert a signature line and printed name for each ownership and beneficiaries of deeds of trust as shown in the title certificate)

When there is no road dedicated to the public, a dedication is **NOT** to be shown.

4. TITLE and NAMES

- A. A current short plat certificate prepared by a title company no more than 30 days prior to the date of final short plat application, giving a full and correct description of the property to be short subdivided and showing all persons having any ownership interest in the property; [SCC 30.41B.610(2)(e) and WAC 332-130-050(1)(f)(v)]
- B. Verify the vested owners' and mortgagees' **names are correct** with the short plat Title Certificate. All partners must sign if the land is owned by a partnership. **Include proof of authority to execute** the plat for all signatures of an official of a corporation, LLC or partnership if all members/partners do not sign. (Standard Industry Policy).
- C. Proper acknowledgments for an individual and/or a representative capacity shall be provided. [See RCW 42.44.100; WAC 308-30-120] The notary's name must be legibly printed or stamped directly below their signature in black, permanent ink. An Individual Acknowledgment is used when a person or persons are listed in the plat certificate as a vested owner, lien holder or beneficiary of a deed of trust. A Representative Acknowledgment is used when a corporation, company, limited liability company, trust or some other non-human entity is listed in the plat certificate as a vested owner, lien holder or beneficiary of a deed of trust.

INDIVIDUAL ACKNOWLEDGMENT

State of Washington)
) ss.
County of Snohomish)

I certify that I know or have satisfactory evidence that *(insert name of person(s))* is/are the person(s) who appeared before me, and said person(s) acknowledged that **(he/she/they)** signed this instrument and acknowledged it to be **(his/her/their)** free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____
Signature: _____ (Seal or stamp)
(print name) _____
NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON
RESIDING AT _____
MY APPOINTMENT EXPIRES _____

REPRESENTATIVE ACKNOWLEDGMENT

State of Washington)
) ss.
County of Snohomish)

I certify that I know or have satisfactory evidence that *(insert name of person or persons)* is the person who appeared before me, and said person acknowledged that **(he/she/they)** signed this instrument , on oath stated that **(he/she/they)** was/were authorized to execute the instrument and acknowledged it as the *(insert type of authority, e.g., officer, trustee, etc.)* of *(insert name of party on behalf of who instrument was executed)* to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____
Signature: _____ (Seal or stamp)
(print name) _____
NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON
RESIDING AT _____

MY APPOINTMENT EXPIRES _____

5. CERTIFICATES, APPROVALS

- A. Properly completed **LAND SURVEYOR'S CERTIFICATE** must be placed on first sheet; the seal and signature and date signed across each seal is to be placed on all sheets [WAC 196-24-095 and -097].

* 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 (insert client/applicant name) in _____, 20____.

Professional Land Surveyor

Certificate No.

Date

- B. The **AUDITOR'S CERTIFICATE** must be placed on the first sheet (bottom or right edge, not necessarily margined) [WAC 332.130.050(1); .050(1)(a)(ii)]

* Filed for record at the request of (insert surveyor's name) this ____ day of _____ 20____, at _____ minutes past ____ m, and recorded in Vol. _____ of short plats, page(s) _____, records of Snohomish County, Washington.

Auditor, Snohomish County

By: _____
Deputy County Auditor

- C. **PLANNING AND DEVELOPMENT SERVICES APPROVAL:** The following approval shall be shown on the face of the short plat. [SCC 30.41B.605]

* I hereby approve this short subdivision and find from the file that the short plat meets all applicable zoning and land use controls, and makes appropriate provisions for the public health, safety and general welfare.

Approved this ____ day of _____, 20____.

Snohomish County Planning & Development Services Director

- D. If the short plat contains a dedication, then the following approval block for the County Engineer must be incorporated:

County Road Engineer
Dedication of right-of-way approved and accepted:

County Engineer/Director of Public Works

Date

- E. **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.

Treasurer, Snohomish County

By: _____

Deputy County Treasurer

SECTION III

- 1. The final short plat drawing (layout) must be identical to the PDS-approved preliminary short plat layout. If not, secure a Minor Modification Approval to the approved preliminary short plat.
- 2. Zoning requirement: Surveyor shall provide information, areas, and calculations with a summary for the applicable items which follow:

Date of completeness of application (vesting): _____

Pursuant to Table 30.23.030(1) bulk matrix or SCC 30.42B.145(2) Table 1 (for PRD's):

- a) Zoning _____
- b) Minimum lot size, square foot area _____
- c) Minimum internal lot width _____
- d) Minimum corner lot width _____

Provide the following calculations on a separate sheet, if applicable to your specific project:

- a) Minimum net density [SCC 30.23.020]
- b) Lot size averaging [SCC 30.23.210]
- c) PRD Dwelling unit calculations [SCC 30.42B.040]
- d) Rural Cluster Calculations [SCC 30.41C.230 and 30.41C.240]
Open Space areas summary in accordance with SCC 30.41C.140
- e) Location of top of bank (SCC 30.62.200 and 30.62.210) and BSBL
- f) CAPA or Open Space tract area(s) in square feet
- g) CAPA/E area within lots in square feet
- h) The expiration date of the Concurrency Certificate for the transportation system relative to this development is _____.

- 3. Restrictions and/or covenants which may be required by Hearing Examiner or Notice of Preliminary Short Plat Approval. [SCC 30.41B.605, 30.41B.610(1)]

A. Have all modifications to the original Hearing Examiner's decision and Preliminary Short Plat been included in the review? Yes _____ No _____ N/A _____

B. Hearing Examiner's Restrictions (see decision for wording):

C. Preliminary short plat approval conditions:

- 4. Final inspections and approvals required by PRD or RCSS codes and mitigation. Inspections for PRD or RCSS plantings will be done no later than 2nd Review.

A. _____

B. _____

5. Park and School mitigation fees [Chapters 30.66A and 30.66C SCC]

School fees will not be calculated until building permit stage. Use the language included in the Notice of Preliminary (Short Plat) Approval or the Hearing Examiner's Decision for the deferral language.

6. Chapter 30.66B Road Mitigation agreement / obligation payment shall generally be paid **prior to recording**. If an old plat with Title 26B SCC obligations, which allows deferral of mitigation, contact the County Reviewers on wording of the covenant. [The amount of the obligation is determined by DPW at the end of the installation of the road improvements].

7. If **duplexes** are proposed, the final short plat shall contain a note within the lot or lots where a duplex is proposed or which may be developed with a duplex structure **and** also a note in the covenants or restrictions, in accordance with SCC 30.41B.835. Failure to disclose the intent to develop a lot or lots with duplexes is subject to the provisions of SCC 30.41B.835

* **Lot(s) _____ through _____ may be developed with a duplex structure.**

8. Review of covenants and restrictions for RCS Buffers, PRD's; review of CC&R's, Open Space Management Plans and other items:

EASEMENTS, COVENANTS and other requirements

9. If the short plat contains a public drainage easement, show the following [SCC 30.63A.330(8)]

* **Prior approval must be obtained from the Director of Public Works before any structures, fill or obstructions, including fences, are located within any drainage easement, delineated flood plain area or drainage swale.**

10. Other infrastructure plans may have established conditions, or restrictions on lot development. Some of the more common are:

- A. If the approved drainage plan required connections to the storm drainage system for the lot, a restriction must be placed on the plat similar to the following:

* **Lots _____ through _____ have been approved based on an approved drainage plan. See drainage plan for details.**

Other variations on the above may be required to fit the drainage plans which were approved. Check with the design engineer for lots which have special requirements.

- B. When the sewer utility has established minimum floor elevations, a note or restriction requiring minimum elevations shall be placed on the final plat map. The utility plan may have other details on requirements. If there are side sewers for individual lot(s) separate easements and a covenant on who maintains may be needed. Also see note on Benchmarks.

* Lots ____ *through* ____ have been approved based on an approved sewer plan. See utility for details.

11. Drainage Facilities (detention ponds), Open Space and Recreation Areas shall each be in their own separate tract. [SCC 30.63A.360, 30.41C.110, 30.41B.605]

Special conditions: _____

12. Summarize and cite all easements, covenants, restrictions, and reservations **of record** as contained in the Short plat Certificate, unless some are to be removed before recording). In other words, briefly describe the purpose of the easement and the lot(s) or tracts that it affects. If the easement can be located on the short plat map, its location shall be shown.

It is recommended that easements which are being granted by the platting process be located together in one area of the short plat under a section with the title "EASEMENTS".

All utilities and routes of access on any proposed lot or tract in a proposed short plat shall be within an easement of satisfactory width. [SCC 30.41B.605]

13. 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 short plat document together with accurate references to appropriate recorded documents.

Ten foot utility easements being dedicated along the street frontage of all lots/tracts shall be indicated on the face of the final short plat. [SCC 30.41B.630(3)]

* **An easement is hereby reserved for and granted to all utilities serving the subject short 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 short subdivision and other property with electricity, telephone, gas, television cable, and other utility service, together with the right to enter upon the lots at all times for the purposes herein stated: PROVIDED, That if any private road(s) should become a public road(s) at some time in the future, all easements within the road shall become null and void and any utility facilities which physically exist shall become subject to the franchise requirements of the county.**

14. **CRITICAL AREAS**

(A) For preliminary short subdivisions vested on or after October 1, 2007:

Critical Areas Protection Area Easement: (CAPA/E) Use the following Critical Area Protection Area when such an easement is being created by the short plat. Locate this section with the other easements being created.

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.

Other restrictions specific to the critical area or buffer

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.

(B) For preliminary short subdivisions vested prior to October 1, 2007:

Native Growth Protection Areas: (NGPA/E) Use the following Native Growth Protection Area Easement wording. Locate this section with the other easements being created.

NATIVE GROWTH PROTECTION AREA/EASEMENT

In consideration of Snohomish County Code requirements, a non-exclusive Native Growth Protection Area/Easement (NGPA/E) is hereby granted to Snohomish County, its successors or assigns. Said easement area is depicted on the subdivision. The Native Growth Protection Area/Easement 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 are: (1) Underground utility crossings and drainage discharge swales which utilize the shortest alignment possible and for which no alignment that would avoid such a crossing is feasible; (2) Fences, when the critical area and its buffer are not detrimentally affected; (3) Removal of hazardous trees by the property

owner; and (4) Other uses and development activity as allowed by said code. 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 Native Growth Protection Area Easement.

The lot owner(s) shall be responsible for operating, maintaining, repairing and restoring the condition of the NGPA/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 this 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.

15. **Well Covenant:** Snohomish County Health District language for existing or proposed wells on site.

A. When wells have not been developed, the following statement shall appear on final short plat covenants. Do not graphically depict the proposed wells:

* **Well protection zones are shown in the Snohomish Health District records for lots _____ 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 subdivision exterior boundaries without written consent and recorded well protection covenant from the affected property owner(s). After installation of any water well to serve lots within this subdivision, all owner(s), 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.**

B. When wells are existing. Graphically depict the well and protection zone with a tie to a corner. Add the following well covenant:

* **A 100-foot radius well protection zone covenant is hereby established on lot(s) _____ around the existing wells(s) as located on the short plat. All owner(s) of property shown within this protection zone(s) 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.**

16. If a temporary turn around easement is required, a note shall be on the short plat drawing as follows: [SCC 30.41B.605]

* **_____(Width) foot Temporary Turn Around. This easement shall automatically expire when the public street is extended (direction), accepted and maintained by the County or its successors.**

APPROVALS

17. The **Health District Approval** is a separate document and must be submitted, in writing, to PDS prior to its certification of the final short plat: [SCC 30.41B.610(2)(a)]

The Snohomish Health District shall indicate compliance with the health requirements of the preliminary short plat and shall indicate the adequacy of the method of sewage disposal. Approval by the health district of the final short plat shall not vary or negate any requirements for obtaining septic tank and drain field permits for any lots therein:

18. Evidence of the applicable services or certifications for the proposed lots: [SCC 30.41B.610(2)]
 - A. Water purveyor's approval;
 - B. Sewer district approval;

LEGAL DESCRIPTION

19. A full and complete record **legal description** of all land included in the short plat. [SCC 30.42B.605 & WAC 332-130-050(1)(f)(v)].

EASEMENTS, SETBACKS AND OTHER REQUIREMENTS

20. Verify right-of-way width is correct and no old rights-of-way are within the platted area. Verify that clear title is able to be granted or dedicated for all County Road right-of-way.
 - A. Provide copies of all easements with the title report.
 - B. The following easements will not be allowed in road right-of-way and will require subordination or extinction: (1) Exclusive Easements; (2) Semi exclusive or intensive use; (3) Gas transmission lines
21. Easements and drainage covenants: Standard forms and their instructions are available from either the PDS website (www.snoco.org/departments/pds) or at the Customer Support Center. The forms with their instructions may be attached to E-mails and transmitted for computer generated processing.
 - A. All off-site Public Drainage Easements and turnaround easements may be accepted by the PDS. This process requires the easement be submitted, with title report to PDS before recording. The acceptance process needs to be started with Construction Plan Review and completed before construction plan approval. The same process currently applies to Drainage Facility Maintenance Covenants if the facility is not within the plat boundary. [SCC 30.63A.340]
 - B. Drainage Facility Maintenance Covenants are required for any application deemed complete on or after September 19, 1998. The covenant shall be executed prior to recording of the final plat **or** the following text shall be added (verbatim) to the final short plat under the separate heading of Drainage Facility Maintenance Covenant. [SCC 30.63A.350]

DRAINAGE FACILITY MAINTENANCE COVENANT

We, the owners and contract purchasers of the lands herein short platted (Grantor), agree that the obligations of Grantor shall inure to the benefit of and be binding upon the heirs, successors, and assigns. Grantor agrees that this covenant touches and concerns the land described herein and shall run with the land.

Grantor by execution of this covenant acknowledges that the benefits of this covenant inure to Grantor, downstream property owners, and the general public, and that Snohomish County (County) as third-party beneficiary of this covenant has the right, but not the obligation, to enforce this covenant on behalf of downstream property owners and the general public. County requires this covenant to protect private and public property, private and public drainage infrastructure, and natural resources of downstream property owners and the general public.

Grantor, in consideration of the approval of this short subdivision, hereby covenants to perform regular maintenance upon the drainage facilities installed, or to be installed, upon Grantor's property. Regular maintenance shall include, at a minimum, annual inspection of the stormwater drainage system. As applicable, the system shall include the stormwater conveyance system pipes, ditches, swales, and catch basins; stormwater flow regulation system detention ponds, vaults, pipes, retention ponds, flow regulation and control structures; infiltration systems and water quality control system.

The scope of this covenant and right of entry shall be adequate to provide for the access, inspection, and maintenance of the stormwater drainage system, and shall be subject to the following terms and conditions:

1. County shall have the perpetual right of entry across adjacent lands of the Grantor for purposes of inspecting, auditing, or conducting required maintenance of the drainage facility.

2. If County inspection determines that maintenance is not being performed, County shall endeavor to provide Grantor reasonable advance notification of the need to perform the maintenance and a reasonable opportunity for Grantor to perform it. In the event that Grantor fails to complete the required maintenance within a reasonable time period, County shall have the right to perform or contract with others to perform it at the sole expense of the Grantor. If County in its sole discretion determines that an imminent or present danger exists, required maintenance and/or repair may begin immediately at Grantor's expense without prior notice to Grantor. In such event, County shall provide Grantor with a written statement and accounting of all work performed and the fees, charges, and expenses incurred in making such repairs. Grantor shall agree to reimburse County or pay County's vendors directly for all reasonable fees, charges, and expenses identified in County's statement.

3. If County is required to act as a result of Grantor's failure to comply with this covenant, County may remove any obstructions and/or interferences that in the sole opinion of County impair the operation of the drainage facility or the maintenance thereof. Grantor agrees to hold County, its officers, employees, and agents harmless from any and all claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including costs and attorney's fees, incurred by the removal of vegetation or physical interference from the drainage facility.

4. When exercising the maintenance provisions of the covenant, in the event of nonpayment, County may bring suit to recover such costs, including attorney's fees, and upon obtaining a judgment, such amount shall become a lien against the property of Grantor as provided in RCW 4.56.190.

5. Grantor covenants that all of the owners, contract purchasers and lien holders of the property described herein have signed the dedication and/or declaration of this short subdivision, that they have the right to grant this covenant on the property, and that the title to the property is free and clear of any encumbrances which would interfere with the ability to grant this covenant.

22. Verify drainage requirements for lot development with Drainage Plans Examiner. Compare as-built or approved water and sewer plans to verify that the requirements are shown. Have all required easements and maintenance covenants for on-site and off-site facilities been provided? Approved and recorded?
- A. Turnarounds and special road easements. Specify if turnarounds are temporary and include automatic provisions for termination if necessary. If turnaround is not in the plat and the offsite area is not the same ownership as the plat, a separate easement will be necessary. Contact PDS for the forms and processing.
 - B. Drainage easements. Specify whether public or private drainage easement. See Subchapter 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.
 - C. Building set back lines from drainage, CAPA, –wells, etc., as shown on construction drawings or Approvals.
 - D. Special drainage provisions, if any, to be shown in restrictions.
 - E. Bench mark location and reference information shall be provided when an elevation is required by sewage utility for minimum finished floor elevations or other reasons. Bench marks shall be provided within 300 feet of those lots requiring minimum floor levels. Street monuments are the preferred bench mark. Monument case and cover elevations will not be accepted. Bench marks shall be referenced to mean sea level datum or follow the policy on vertical datum. [SCC 30.41B.605]
23. Right-of-Way width & easement requirements from ordinances and construction plans:
- A. All retention/detention ponds; may be required to be located in separate tracts with a drainage easement for maintenance. If the tract is not adjacent to a roadway, a 15 to 20 foot wide roadway will be required within an easement for unobstructed ingress and egress between the tract and the public roadway. [SCC 30.63A.360]
 - B. Snohomish County drainage easement shall be a minimum of 20 feet in width. [SCC 30.63A.330(4)]
 - C. Private drainage easements shall be a minimum of 10 feet in width. (Check restrictions and covenants for maintenance provisions). [SCC 30.41B.605]
 - D. Where open channel drainage system is constructed the setback is 15 feet from the top of the bank of the defined channel. [SCC 30.63A.200(4)(a)]
 - E. Where closed drainage system is constructed the setback is 10 feet from the edge of the structure or pipe. [SCC 30.63A.200(4)(b)]

DRAFTING DATA

24. The size of each sheet shall be 18"(L) x24"(W). A margin line shall be drawn completely around each sheet, leaving an entirely blank margin of 2 inches on the left edge, and ½ inch on the other three sides. [SCC 30.41B.605]
25. 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(d)]
26. An indexing data block with proper indexing information on the first sheet. Must be on the bottom or right margin. (DNR Records Department prefers bottom right corner) [WAC 332-130-050(1)(a)(iv)(A) and (B)]
27. Properly completed title block (Surveyors Name, Address, Phone Number, etc.) on all sheets [WAC 332-130-050(1)(a)(i)]
28. The scale of the short plat shall be shown with graphic scale. A common scale shall be used such as one inch = one hundred feet, or one inch = fifty feet, or one inch = twenty feet; or other scale approved by PDS. [SCC 30.41B.605]
29. The short plat owner's name, title (PRD, RCS if applicable), North arrow and county file number (ZA and/or PFN) shall be shown on each sheet of the final short plat. [SCC 30.41B.605 and WAC 332-130-050(1)(c)]
30. In the event that more than one short plat sheet is used, a lot shall be shown entirely on one sheet. [SCC 30.41B.605]
31. Existing easements shall be shown on the map with location, dimensions, type and, if already of public record, Auditor's file number. Show any off-site easements being used or granted when they adjoin the short plat.
32. Ten-foot utility easements shall be shown along the street frontage of all lots, tracts, & common areas. [SCC 30.41B.605]
33. Road names and road right-of-ways:
 - A. Verify road names in the short plat with Public Works, also show adjoining streets. Note the street names are reviewed and approved by Public Works. [SCC 30.41B.605]
 - B. Verify that right-of-way width and road width conforms to preliminary short plat.
 - C. Verify that no existing rights-of-way are within the short platted area that are not shown.
 - D. Verify that all areas required for sight distance are dedicated as right of way [EDDS 5-14g]
34. Check the short plat and lot drafting by audit of electronic computer printout. Verify lot areas, tract areas, short plat boundaries, road centerline, easements and section subdivision. The calculations shall have a common coordinate system throughout the short plat, inverses shall not be used for calculations, and calculations shall be closed using short plat information. [SCC 30.41B.610(1)]

35. Lots and tracts shall indicate the total area [SCC 30.91L.130] in either square feet or acres (not both). Lots having a Critical Area Protection Area (CAPA) shall show both the gross square footage and square footage of the CAPA. The area of each tract shall be shown on the face of the final short plat map. [SCC30.41B.605] Note that "net" areas are no longer required.
36. Lots shall be numbered in sequence. No two lots in any subdivision shall bear the same number, except in cases of division of the short 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 999, 998, etc. [SCC 30.41B.605]

SURVEY DATA

37. Basis of Bearing shall be shown. Cite what line and points are used or held. Can be indicated by showing on short plat drawing and/or surveyors note. [WAC 332-130-050(1)(b)(iii).
38. Accuracy of dimensioning: bearings, angles, or azimuths in degrees, minutes and seconds. All dimensions along the lines of each lot, in feet and decimals of a foot to the nearest one hundredth and other data necessary for the location of any lot line in the field. [SCC 30.41B.605 and WAC 332-130-050(1)(b)(iv)]
39. Centerline data on streets including bearings and distances, width and sidelines of all easements and right-of-way to which the lots are subject. If the easement is not definitely located of record, a statement as to the easement shall appear on the title sheet. Easements for storm drains, sewers and other purposes shall be denoted by broken lines. [SCC 30.41B.605]
40. The radius dimension of all cul-de-sacs and the radial bearing tie to one of the lot corners or P.C. leaving the cul-de-sac. [SCC 30.41B.605]
41. The length and bearings of all straight lines, radii, arcs included angle or semi-tangents of all curves. [SCC 30.41B.605; WAC 332-130-050(6)(vi)]
42. The final short plat shall show the location of all appropriate elements controlling the boundaries of the short plat, including, but not limited to, the following: [SCC 30.41B.605]
 - A. subdivision of the section or sections involved, or reference to a subdivision which is of record, which includes all of the controlling elements;
 - B. The controlling elements of a previously recorded short plat, plat, or other parcel if the short plat is located in whole or part by reference thereto (provide copies of all references or records used);
43. Surveyors note(s), reference dimensioning, ties and other methods of showing or explaining existing surveys, plats and improvements or occupation related to the boundaries of the plat and textual data as necessary or helpful to clearly establish the methodology by which said boundaries were established. [WAC 332-130-050(1)(b)]
44. The identification and resolution of items which are disclosed by any of the following: (Note: some of the items are also checked in the field) [SCC 30.41B.605]

- A. Reference record survey documents especially with conflicting corner positions.
- B. Deed calls at variance with survey.
- C. Identification of all controlling corners used; i.e., calculated, found, established, or re-established. Include description type, size, date visited, and location. [RCW 58.09.060(1)(a)]
- D. Physical description, location and date visited for monuments shown, found, established or re-established.

45. GLO corner information shall be provided. [WAC 332-130-030]

- A. Description of methods used for GLO corner re-establishment or section subdivision.
- B. Documentation of GLO corners used; or cross-reference to previously filed document with the required information. [WAC 332-130-030(3)]
- C. Show all corners found, established, re-established and calculated. Also, show complete survey data supporting the parcel surveyed; or cross-reference to a previously filed document with the required information. Provide copies of all records used or referenced. [WAC 322-130-030(2)]

46. **ACCURACY STATEMENT**

- A. Statement of field traverse standards achieved [WAC 332-130-090] and equipment and procedures used [WAC 332-130-100(1)]

OR

- B. Statement of Class of geodetic control survey used, state plane coordinates if applicable. [WAC 332-130-060] And relative accuracy statement, if chosen as the procedure for measuring the accuracy of the work performed. [WAC 332-130-080(4)].

47. The surveyor shall review and initial the following statements and questions. The items in this section shall not be reviewed by PDS staff until after field visit. The boundaries and lots are to be staked prior to submittal for 2nd Review.

Note: many of the below are verified in the field.

- A. Boundary and lots are staked. The surveyor shall initial here: _____
- B. Ambiguities, hiatuses and/or overlaps (describe and resolve).
If none, the surveyor must initial here. _____
- C. Boundary conflicts, describe the evidence and resolve.
If none, the surveyor must initial here. _____
- D. Show the location & nature of any and all encroachments such as fences, buildings, slabs, driveways or physical appurtenances which indicates encroachment [RCW 58.17.165 and 58.17.255, WAC 332-130-050(1)(f)].

All encroachments shall be resolved by a means approved by the director or all owners of interest must sign the short plat. Encroachments such as fences, buildings, slabs, driveways or other physical appurtenance, which indicates encroachment which are not resolved, may delay final short plat processing and approval. [RCW 58.17.165, 58.17.255, SCC 30.41B.605]

48. The final short plat shall show clearly any stakes, monuments, or other evidence found on the ground which are evidence of or which were used as ties to establish the boundaries of the short plat or its adjoiners. This includes location with ties to the adjacent lot corners found on common lines.
49. **MONUMENTATION & Staking** [SCC 30.41B.605, 30.41B.620, Reference: EDDS 4-03, 4-130]
 - A. Monumentation complying with the current EDDS [Section 4-03] shall be placed at all street intersections, boundary angle points, points of curves in streets and/or at such intermediate points as may be required by the Planning & Development Services.
 - B.. All lot & block corners shall be set with Iron Pipe, or steel reinforcing bar at least 1/2" diameter x 24" long before recording the short plat. All lot corners and monuments shall be identified with the land surveyors certificate number. [RCW 58.09.120, EDDS]
 - C. If any land in a subdivision is contiguous to a body of water, river or stream, monuments shall be set a safe distance back from a meander line which shall be established along the shore from the ordinary high-water mark. The distance shall be sufficient to reasonably insure against damage and destruction by flooding or erosion.
 - D. Property lying beyond the meander line shall be defined by distance along the side property lines extended from the meander line.

AMENDING DOCUMENTS (if applicable)

50. Amending documents per WAC 332-130-050-2
 - A. Complies with original recording statute or ordinance.
 - B. Note changes on new document related to the previously filed document.
 - C. Required information:
 - (i) Title and cross-reference to original.
 - (ii) Proper indexing information.
 - (iii) itemization of change(s).