



Plat and Short Plat Alteration 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 plat map for processing and recording:

- _____ 1. 1 copy of the Preliminary Approval as issued by the Snohomish County Land Use Division,
- _____ 2. 1 copy of an updated plat Certificate of Title, current within 30 days. Attach copies of all documents referenced by the certificate. [SCC 30.41A.640(2) or SCC 30.41B.605]
- _____ 3. Five (5) sets paper copies, for 1st review of the final plat alteration or short plat alteration. Additional reviews require two (2) sets of the short plat and five (5) sets of the plat, if needed.
- _____ 4. 1 copy of calculations confirming all dimensions (quarter section breakdown, NGPA or CAPA areas), on the plat. If the plat utilizes lot size averaging [SCC 30.23.210], or is a PRD or Rural Cluster subdivision, include calculations confirming requirements. Also, provide the total square feet of land being platted (including areas to be dedicated) and the average lot size.
- _____ 5. The project file number (PFN) of the plat shown on all sheets.
- _____ 6. Covenants, Conditions and Restrictions (CC& R's), if required, must be submitted at 1st Review. Signed original 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. Plats vest with the substantive portions of any code and not their processing portions.

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

All items, from Snohomish County Code Chapter 30.41A, specifically SCC 30.41A.400, Chapter 30.84, SCC 30.41A.410, SCC 30.41A.420, SCC 30.41A.430, SCC 30.41A.610, SCC 30.70.030, SCC 30.41A.620, SCC 30.41A.630, SCC 30.41A.640, SCC 30.41A.660, SCC 30.41A.665, SCC 30.41A.670, SCC 30.41A.675, SCC 30.41A.500, SCC 30.41A.510, SCC 30.41A.520, SCC 30.41A.530, SCC 30.41A.540, SCC 30.41A.550; Subtitle 30.2, Chapters 30.62A, B and C, Subtitle 30.9; and State law; WAC 332-130, RCW 58.09, RCW 58.17 must be complied with when preparing a land boundary survey for 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 plat.

1. DEDICATION

- A. 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 area to the public then do not include this section.**
- * **Know all men (persons) by these presents that** *(insert names of ownership as listed in the title certificate)*, **the undersigned owner, in fee simple of the land hereby platted, and** *(insert name of beneficiaries as listed in title certificate)*, **the mortgagee thereof, hereby declare this 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 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 plat in the reasonable original grading of all the streets, avenues, places, etc. shown here-on. 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 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.**
- B. Other items under the general category of **Dedication** when they apply:
- (1) In the event that a waiver of right of direct access is included, then the dedication certificate 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 lots numbered** *(insert the 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.**

C. A signature line follows the dedication:

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 certificate)

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

When there is **no dedication** of right-of-way or other tracts to the public use the following form:

2. DECLARATION

Use either the declaration for short plat alterations or plat alterations as appropriate

A. Plats (do not use if there is a dedication)

DECLARATION OF 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 hereby declare this 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).**

B. Short Plats (used on all short plat alterations)

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 hereby declare the herein described division of land approved as final plat or short plat alteration number _____ on this _____ day of _____, 20____, by the Department of Planning and Development Services of Snohomish County, subject to the following covenants and conditions:**

- * 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:

- (1) **FOR MAINTENANCE OF A PRIVATE ROAD OR SHARED ACCESS INCLUDE ITEMS (a) THRU (d).** At a minimum, provisions for the following shall be described on or recorded with this short plat:

- (A) The method of maintenance of the private road;
- (B) Transfer of responsibility to successors and assigns, and
- (C) 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]**

- (a.) All subsequent deeds will contain provisions for private roads in the manner described herein:
- (b.) 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.
- (c.) 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;
- (d.) 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;

C. Landscaping and drainage easement provisions

- (a.) 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;
- (b.) Drainage easements designated on the final plat or short plat alteration are hereby reserved for and granted to Snohomish county, except those

designated on the final plat or short plat alteration 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.

(2) *IF THE DEVELOPER HAS PERSONAL PREFERENCE RESTRICTIONS THAT THEY WOULD LIKE INCLUDED, (not required or enforced by the county), ADD THE FOLLOWING PARAGRAPH. Note: omit the paragraph and the one that follows if no additional developer covenants are included.*

* **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.

(3) *Note: 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)

D. In the event the plat contains a tract(s), then the certificate of declaration shall contain the language as contained in either (1) or (2), below:

If option (2) is used, then 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 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 plat. The owners of all lots within the subdivision shall comply with those county regulations and conditions of final 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 subdivision and all others having any interest in the tracts or lots.**

- (2) Tract(s) ____ through ____ are hereby granted and conveyed to the _____ Homeowners Association (HOA) upon recording of this 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 subdivision is authorized pursuant to a final plat alteration. Use of said tracts is restricted to that specified in the approved final plat. The HOA and the owners of all lots within the subdivision shall comply with those county regulations and conditions of final subdivision approval specified on the plat. The HOA shall remain in existence unless and until all lots within this 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 subdivision and all others having any interest in the tracts or lots.

E. A signature line follows the declaration:

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

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

3. TITLE AND NAMES

- A. A current plat certificate prepared by a title company no more than 30 days prior to the date of final plat application, giving a full and correct description of the property to be subdivided and showing all persons having an ownership interest in the property; [SCC 30.41A.640(2) and WAC 332-130-050(1)(f)(v)]
- B. Verify the vested owners' and mortgagees' **names are correct** with the 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 forms of acknowledgement shall be substantially in the form as follows. The Individual Acknowledgement 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. The Representative Acknowledgement is used when a corporation, company, limited liability company, partnership, 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.

5. PURPOSE OF ALTERATION

Include a prominent note itemizing the change(s) to the original document. Each item shall explicitly state what the change is and where it located on the original. The changes should exactly match those listed in the preliminary approval of the alteration.

6. RESTRICTIONS, COVENANTS

The following restrictions shall be on the face of the final plat: [SCC 30.41A.605] Numbering the restrictions and covenants is required.

- A. The sale or lease of less than a whole lot in any subdivision platted and filed under Chapter 30.41A SCC is expressly prohibited except in compliance with Chapter 30.41A SCC.
- B. All landscaped areas in public rights-of-way shall be maintained by the developer or his successor(s) and may be reduced or eliminated if deemed necessary for or detrimental to county road purposes. (do not use if there isn't any public road)

7. PLANNERS' REVIEW SECTIONS

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

Date of completeness of application _____

Pursuant to Table SCC 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:

- e) Minimum net density (SCC 30.23.020)
- f) Lot size averaging (SCC 30.23.210)
- g) PRD Dwelling unit calculations (SCC 30.42B.040)
- h) PRD Open Space Calculations (SCC 30.42B.115)
- i) Rural Cluster Calculations (SCC 30.41C.230 and SCC 30.41C.240)
Open Space areas summary in accordance with SCC 30.41C.140
- j) Location of top of bank (SCC 30.62.200 and SCC 30.62.210) and BSBL
- k) CAPA tract area(s) in square feet
- l) CAPA/E area within lots in square feet
- m) The expiration date of the Concurrency Certificate for the transportation system relative to this development is _____

- C. Restrictions and/or covenants that may be required by Hearing Examiner or Approvals. [SCC 30.41A.640(1)]

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

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

(3) Preliminary plat approval conditions:

D. Final inspections and approvals required by PRD or RCS codes and mitigation. Notify the project planner and biologist when the site is ready for inspections.

(1) _____

(2) _____

E. If Park and School fees [Chapters 30.66A and 30.66C] are not to be paid at plat recording, a statement noting when the fees shall be paid must be cited in the covenants or restrictions OR if the school fees are not yet computed but will be determined at the time of building permit issuance and the Hearing Examiner has specific language that is required to be shown on the final plat, then that specific language shall be inserted verbatim.

F. Chapter 30.66B SCC Road Mitigation agreement / obligation payment shall generally be paid prior to recording. If an old plat with a Title 26B obligation which allows deferral of mitigation fees, 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.

G. If duplexes are proposed, the final 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.

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

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

8. EASEMENTS, COVENANTS AND OTHER REQUIREMENTS

A. If the alteration contains a new 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.**

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

(1) 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.

- (2) 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.**

- (3) CAPA, Drainage Facilities (detention ponds), Open Space and Recreation Areas shall each be in their own separate tract. [SCC 30.62.075 and SCC 30.63A.360]

- (4) Special conditions:
-

- (5) If the plat is a Planned Residential Development (PRD), then the following note shall be contained in the Restrictions:

*** 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.**

- C. Summarize and cite all easements, covenants, restrictions, and reservations of record as contained in the Plat Certificate except those listed on the recorded plat (or short plat) being altered. 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 map, its location shall be shown. Do not repeat items identified on the plat (or short plat) being altered.

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

- D. 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; [SCC 30.41A605, SCC 30.41A.630]

- (1) Not required if included on plat (or short plat) being altered. Ten foot utility easements being granted along the street frontage of all lots, tracts and common areas shall be indicated on the face of the final plat in the following language: [SCC 30.41A.605, SCC 30.41A.630(3)]

*** 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.

E. **CRITICAL AREAS:** Not required if included on plat (or short plat) being altered.

(1) For preliminary 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 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.

(2) For preliminary 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.

F. **WELL COVENANT:** Snohomish County Health District language for **existing or proposed wells** on site.

(1) When wells have not been installed, the following statement shall appear on final plat covenants. Do not graphically depict the proposed wells.

- * **Well protection zones are shown in the Snohomish Health District records for lots _____ of this 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 plat alteration.**

(2) 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 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.**

G. If a temporary turn around easement is required, a note shall be on the plat drawing as follows:

_____(*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.**

9. APPROVALS

A. The **Health District Approval** is a separate document and must be submitted, in writing, to PDS prior to its certification of the final plat. [SCC 30.41A.620(1)]

The Snohomish Health District shall indicate compliance with the health requirements of the preliminary plat and shall indicate the adequacy of the method of sewage disposal. The health district may require that those lots, which do not meet health district standards, be so noted on the face of the final subdivision. Approval by the health district of the final subdivision shall not vary or negate any requirements for obtaining septic tank and drainfield permits for any lots therein.

B. The following approvals must be submitted in writing to the department prior to certification of the final subdivision: [SCC 30.41A.620(2-6)]

- (1) Water purveyor's approval;
- (2) Sewer district approval;
- (3) Proof of Electrical availability;
- (4) Fire Marshal's approval (note includes hydrant location and fire flow) [see Title 16]

- (5) Other approvals as may be required in the conditions of preliminary subdivision approval.

10. LEGAL DESCRIPTION

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)].

11. EASEMENTS, SETBACKS AND OTHER REQUIREMENTS

A. Verify that the adjoining existing right-of-way and width is shown correctly and no old rights-of-way are within the platted area. Verify that clear title shall be granted or dedicated for all County Road right-of-way.

(1) Provide copies of all cited instruments of record with the title report, including those cited in the record legal description for the subdivision.

(2) 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

B. Storm Drainage Forms: 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.

i. All off-site Public Drainage Easements and turnaround easements may be accepted by the Director of PDS. This process requires the easement be submitted, with title report, etc., to PDS before recording. The acceptance process needs to be started with the 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]

ii. Not required if included on plat (or short plat) being altered.

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 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 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 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 storm water drainage system. As applicable, the system shall include the storm water conveyance system pipes, ditches, swales, and catch basins; storm water 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 storm water 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 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.**

C. 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?

- iii. 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.
- iv. 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.
- v. Building set back lines from drainage, CAPA's, wells, etc., as shown on construction drawings or Hearing Examiner's decisions.
- vi. Special drainage provisions, if any, to be shown in restrictions.
- vii. 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. Benchmarks shall be provided within 300 feet of those lots requiring minimum floor levels. Street monuments are the preferred benchmark. Monument case and/or cover elevations will not be accepted. Benchmarks shall be referenced to mean sea level datum or follow the Policy vertical datum.

D. Right-of-Way width & easement requirements from ordinances and construction plans:

- viii. 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]
- ix. Snohomish County drainage easement shall be a minimum of 20 feet in width. [SCC 30.63A.330(4)]
- x. Private drainage easements shall be a minimum of 10 feet in width. (Check restrictions and covenants for maintenance provisions).
- xi. 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)]
- xii. 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)]

12. DRAFTING DATA

- A. 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 inches on the left edge, and ½ inch on the other three sides. [SCC 30.41A.605]
- B. 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)]
- C. 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)]
- D. Properly completed title block (Surveyors Name, Address, Phone Number, etc.) on all sheets [WAC 332-130-050(1)(a)(i)]
- E. The scale of the 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 30.41A.605]
- F. A title or heading identifying the document as an alteration to a previously recorded plat or short plat, along with a cross-reference to the volume and page and auditor's file number of the altered document;
- G. The Plat Name, type of special zoning (PRD, RCS if applicable), scale, graphic scale, North arrow and county file number (PFN) shall be shown on each sheet of the final plat. [SCC 30.41A.605 and WAC 332-130-05091)(c)] The plat must have a current name reservation from the Auditor.
- H. If more than two sheets are necessary to display the plat drawing, an index of the entire subdivision showing the arrangement of all sheets may be required to be included on each sheet. [SCC 30.41A.605]
- I. In the event that more than one plat sheet is used, a lot shall be shown entirely on one sheet. [SCC 30.41A.605] Tracts shall not use letters; use numbers that are very different than the plat lot numbers, such as 999. [SCC 30.41A.605]
- J. Existing easements 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 plat. [SCC 30.41A.605]
- K. Ten-foot utility easements shall be graphically depicted along the street frontage of all lots, tracts, & common areas. [SCC 30.41A.605]
- L. Road names and road right-of-ways. [SCC 30.41A.605]
 - (1) Verify road names in the plat with Public Works, also show adjoining streets. Note the street names are reviewed and approved by Public Works.
 - (2) Verify that right-of-way width and road width conforms to preliminary plat and approved construction plans.

- (3) Verify that no existing rights-of-way are within the plat boundary that are not shown.
 - (4) Verify that all areas required for sight distance are dedicated as right of way (EDDS 5-14g).
- M. Check the plat and lot drafting by audit of electronic computer printout of lot closure calculations. Verify lot areas, tract areas, plat boundaries, road centerline, easements and section subdivision. The calculations shall have a common coordinate system throughout the plat, inverses shall not be used for calculations, and calculations shall be closed using plat information. The error of closure for any lot closure calculation shall not be less than one foot in 10,000 feet. [SCC 30.41A.640(1) and SCC 30.41A.605] If the lot closure calculations are not provided, then the plat and subdivision survey data shall be submitted as follows:
- (1) Complete field and computation notes showing the original or reestablished corners with descriptions of the same and the actual traverse showing error of closure and method of balancing (if any). The allowable error of closure shall not exceed one foot in 10,000 feet.
 - (2) A sketch showing all distances, angles and calculations required to determine corners and distances of the plat.
 - (3) Such sketch and notes are to be filed with the Department of Planning and Development Services.
- N. Lots and tracts shall indicate the total area [SCC 30.91L.130] in either square feet or acres (not both). The area of the lot, exclusive of panhandles and private roads, shall also be shown (net area). Lots having a Critical Area Protection Area Easement (CAPA/E) shall show both the lot area and area of the CAPA/E area [SCC 30.41A.605]
- O. 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. [SCC 30.41A.605]

13. SURVEY DATA

- A. Basis of Bearing shall be shown. Cite what line and points are used or held. Can be indicated by showing on plat drawing and/or surveyors note. [SCC 30.41A.605 and WAC 332-130-050(1)(b)(iii).]
- B. Accuracy of dimensioning: bearings, angles, or azimuths in degrees, minutes and seconds. All dimensions along the lines of each lot shall be 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 30.41A.605 and WAC 332-130-050(1)(b)(iv)]
- C. Centerline data on streets including bearings and distances, width and sidelines of all easements and rights-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, sanitary sewers and other purposes shall be denoted by broken lines. [SCC 30.41A.605]

- D. 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. The notation of at least one lot line bearing leaving the cul-de-sac being radial is sufficient to not need the tie in the cul-de-sac. [SCC 30.41A.605]
- E. The length and bearings of all straight lines and the radius, central angle and arc length of all curves. [SCC 30.41A.605 and WAC 332-130-050(1)(b)]
- F. The final plat shall show the location of all appropriate elements controlling the boundaries of the plat, including, but not limited to, the following:
- (1) Subdivision of the section or sections involved, or reference to a subdivision which is of record, which includes all of the controlling elements;
 - (2) The controlling elements of a previously recorded plat, short plat, or other parcel if the plat is located in whole or part by reference thereto (provide copies of all references or records used);
- G. 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. [SCC 30.41A.605 and WAC 332-130-050(1)(b)]
- H. The identification and resolution of items which are disclosed by any of the following [SCC 30.41A.605] Note: some of the items are also checked in the field:
- (1) Reference record survey documents especially with conflicting corner positions.
 - (2) Deed calls at variance with survey.
 - (3) 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)]
 - (4) Physical description, location and date visited for monuments shown, found, established or re-established.
- I. GLO corner information shall be provided. [WAC 332-130-030]
- (1) Description of methods used for GLO corner re-establishment or section subdivision.
 - (2) Documentation of GLO corners used; or cross-reference to previously filed document with the required information. [WAC 332-130-030(3)]
 - (3) 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)]
- J. **ACCURACY STATEMENT**

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

OR

- (2) 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)].

K. 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 a 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.

- (1) Boundary and lots are staked. The surveyor shall initial here: _____
- (2) Ambiguities, hiatuses and/or overlaps (describe and resolve).
If none, the surveyor must initial here. _____
- (3) Boundary conflicts, describe the evidence and resolve.
If none, the surveyor must initial here. _____
- (4) 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 RCW 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 plat. Encroachments such as fences, buildings, slabs, driveways or other physical appurtenance, which indicates encroachment which are not resolved may delay final plat processing and approval. [SCC 30.41A.605; RCW 58.17.165, RCW 58.17.255]

L. The final 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 plat or its adjoiners. This includes location with ties to the adjacent lot corners found on common lines [SCC 30.41A.605]

M. **MONUMENTATION and STAKING** [Reference: EDDS 6-020; 6-030; SCC 30.41A.605]

- (1) Monumentation complying with the current EDDS [Sections 6-03 and 6-020] 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 Planning & Development Services.
- (2) 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 plat. All lot corners and monuments shall be identified with the land surveyor's certificate number [RCW 58.09.120, EDDS].
- (3) 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 ensure against damage and destruction by flooding or erosion. [SCC 30.41A.605]

- (4) Property lying beyond the meander line shall be defined by distance along the side property lines extended from the meander line.

14. AMENDING DOCUMENTS (if applicable)

A. Amending documents per WAC 332-130-050-2

- (1) Complies with original recording statute or ordinance.
- (2) Note changes on new document related to the previously filed document.
- (3) Required information:
 - (a) Title and cross-reference to original.
 - (b) Proper indexing information.
 - (c) Itemization of change(s).