

# Long Subdivision Final Plat Submittal Requirements Checklist

## THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A LONG SUBDIVISION (10 OR MORE LOTS) FINAL PLAT APPLICATION:

- A. The completed original application making sure that all of the required signatures have been obtained.
- B. Seven(7) blue-line copies of the Final Plat shall be submitted. The final plat shall conform to the preliminary plat and shall be prepared in accordance with the requirements below:
  1. The final plat shall be drawn on stabilized drafting film or mylar(a sepia Mylar is not acceptable). Be sure to use black India ink.
  2. The final plat shall be drawn on a sheet 18" X 24".
  3. The date, title, name and location of the subdivision, the subdivision application number, graphic scale and true north point shall be shown on the final plat.
  4. The final shall be drawn to a scale of not less than 1": 100', unless otherwise approved by the Public Works Department.
  5. Display the lines of all streets and roads, alley lines, lot lines, lot and block numbered in numerical order, reservations, easements, and any areas to be dedicated to public use, with notes stating their purpose and any limitations.
  6. Contain data sufficient to readily determine and reproduce on the ground the location,

bearing, and length of every street, easement line, lot line, boundary line and block line on site.

7. Be mathematically correct. Include dimensions to the nearest one-hundredth of a foot and angles and bearings in degrees, minutes and seconds.
8. Include Lambert coordinates, if provided by the Public Works Department for permanent control monuments on the final plat as determined by the city Public Works Department.
9. Display all interior permanent control monuments located as determined by the city Public Works Department. All interior monuments shall be installed prior to the release of any bond.
10. Legal description of total parcel to be subdivided shall be contained on both the final mylar and the title report. All legal descriptions shall be metes and bounds description reflecting within said description ties to all subdivision lines, donation claim lines and/or recorded plat lines.
11. All long subdivisions shall be surveyed by a land surveyor registered in accordance with RCW 18.43.010. All exterior corners and streets shall be monumented.
12. Surveyor's certificate shall appear on final mylar.
13. The final plat shall be signed by the owner(s) of the property on the face of the final plat mylar.

- C. Provide two(2) copies of a current title report (issued within 45 days of the date of submission unless otherwise requested by Public Works) must be submitted with the final map. The title report shall address the entire property to be subdivided.



D. Provide two(2) copies of a complete survey of the section in which the plat or replat is located, or as much thereof as may be necessary to properly orient the plat within such sections. The plat and section survey shall be submitted with 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. A sketch showing all distances, angles and calculations required to determine corners and distances of the plat shall accompany this data. The allowable error of closure shall not exceed one(1) foot in ten thousand (10,000) feet.

E. Comply with the requirements of Ephrata Subdivision Code Section 19.04.720(C).

F. Provide one(1) copy of approved printed computer closure on all lots, streets, alleys and boundaries.

G. Provide one(1) copy of survey data reflecting the method used to survey the proposed subdivision.

H. A list of all the subdivision improvements which have been constructed and those improvements which have been bonded.

**All above items must be submitted at the time of application in order for the application to be accepted as complete.**

**The applicant will be notified if the Final Plat is acceptable or if additional changes are required. Once the plat is deemed acceptable, Planning Department will notify the applicant to submit the final plat mylar signed by all property owners.**

