



**CITY OF ENUMCLAW**  
 Community Development Department  
 1309 Myrtle Avenue  
 Enumclaw, WA 98022  
 T: 360.825.3593  
[Permits@ci.enumclaw.wa.us](mailto:Permits@ci.enumclaw.wa.us)  
<http://www.cityofenumclaw.net>

DATE RECEIVED
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## FINAL LONG PLAT (SUBDIVISION) APPLICATION

**APPLICANT:**  Use mailing address for notification.  Check box if Primary Contact

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
*(Signature Required)*

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
*(Signature Required)*

**PROPERTY OWNER(S):**  Attach separate sheet if needed.  Check box if Primary Contact

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
*(Signature Required)*

**Note: Applicant or representative must have property owner's consent to file this application form**

### PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: \_\_\_\_\_ AREA TO DEVELOPED (s.f./acres): \_\_\_\_\_

ASSESSOR'S PARCEL ID#	LOT SIZE	ZONING DISTRICT	NUMBER OF PROPOSED LOTS: _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



# FINAL LONG PLAT (SUBDIVISION) – SUBMITTAL CHECKLIST (required)

Any requirements that are not applicable on this checklist indicate N/A and explain why they are not applicable.

## DIGITAL COPIES OF WRITTEN MATERIALS & GRAPHICS

- Provide documents and plans in PDF format; civil drawings in PDF and DWG format for all submitted materials. Include an Etransmittal of Autocad files(s) of all plans (if applicable). Submit to [permits@ci.enumclaw.wa.us](mailto:permits@ci.enumclaw.wa.us) .  
\*For files (ex: civil/stormwater sets) over 25 MB, request a Sharefile link from permit staff.  
\*\*All information must be accurate and current.

## APPLICATION FEES - Make checks payable to the City of Enumclaw

- All application fees, including, but not limited to: Final Plat Fee. Some fees will not be invoiced until actual costs are known. Link to current fee schedule can be found @ <http://www.cityofenumclaw.net/219/Planning-Permit-Applications-Information>

## MATERIALS

- A. **APPLICATION FORM** Provide a **completed** application form signed by the property owner(s) and/or applicant along with this completed Application Submittal Checklist.
- B. **TITLE REPORT** Provide copy of a title report with liability for errors not to exceed the assessed value of the lot(s) on the date of application. The title report shall be issued no more than 45 days prior to the application date.
- C. **LETTER OF AUTHORIZATION** Template in this application.
- D. **ADDRESS REQUEST FORM** Submit with application. Click this link (or go to City website for a current copy) <https://www.cityofenumclaw.net/documentcenter/view/340>.
- E. **LOT CLOSURE REPORT** Provide copy of lot closure report.
- F. **RESTRICTIONS/CONDITIONS/COVENANTS** Provide documents containing all applicable restrictions and conditions, if any, required by the Hearing Examiner or at the discretion of the property owner, to be imposed on lots and tracts within the subdivision. Also, provide accurate outlines/purposes of use for any areas reserved by deed covenant for common use of owners of property within subdivision.
- G. **DEDICATIONS** Dedication deeds, REET forms, and/or certificate as needed for final recording with the county assessor outlining the dedication of streets and other areas to the public, any individual(s), religious society (ies), or any corporation, along with the purposes/limitations of use and legal descriptions of such areas. Certificate will serve as quit claim deed and waiver of claims of damages against any governmental authority's actions on lands dedicated to said government. Include signatures of property owner(s) and notary seal. These can be provided at a later date prior to recording.

- H. **INCOMPLETE IMPROVEMENTS (If applicable)** Provide a list of public improvements incomplete at the time of final long plat approval and the associated cost to complete the work along with a bond to guarantee completion of said improvements. Incomplete improvements may consist of landscaping, soil amendments, seeding, and planting. All other improvements must be constructed prior to applying for final long plat.
- I. **CERTIFICATE OF IMPROVEMENTS** Provide document signed by the City Engineer. Please contact the City Engineer at (360) 825-3593 to obtain.
- J. **PRELIMINARY LONG PLAT APPROVAL NARRATIVE** Provide concise, written narrative that outlines all the approved preliminary long plat requirements, conditions, and mitigation measures. Explain how the constructed long plat either meets, or will meet, the requirements of the approved preliminary long plat.

**PLANS & GRAPHICS**

- A. **SCALE & LEGIBILITY** Final plat map (or set of maps) should be to scale (engineering scale) at **1"=100'** or larger (**1"=50' preferred**) on **18" x 24"** size sheets.  
 Note: Plan sheet margins shall conform to King County Recorder's plat map requirements.  
 Information on the plat shall include sufficient bearings and lengths, and similar data to identify location on the ground, as outlined below.
- B. **FINAL PLAT DRAWING – GRAPHIC REPRESENTATION** The Final Plat Drawing must be prepared by a professional land surveyor licensed in the State of Washington and the following graphic features shall be shown on the drawing:
  - 1. The name of the subdivision, together with the words "Final Plat";
  - 2. Name, stamp, and signature of the and professional land surveyor, licensed in the State of Washington, who prepared the final plat drawing together with their addresses, website, and phone numbers;
  - 3. Section, Township, and Range of the subdivision; provide section breakdown showing survey monuments, bearing/distance measurements, and survey records used to establish the section. Annotate measured, calculated, and held measurements as applicable to breakdown;
  - 4. Legal description - for existing and new parcels;
  - 5. A table depicting the address for each lot within the subdivision;
  - 6. Date plan was prepared and space for revision dates for subsequent resubmittals;
  - 7. Approval certification forms for the Landowner, Professional Land Surveyor, City Finance Director, City Engineer, Planning Director, City Clerk and Mayor of the City, and the King County Assessor, and King County Recorder;
  - 8. Numeric scale, graphic scale, basis of bearing, and true north point;
  - 9. Boundaries of the subdivision indicated by heavy line, referenced to North American Vertical Datum 88 (NAVD 88) and NAD 83 Washington State plane north zone coordinates, based on an accurate transverse, described by angular and linear dimensions and bearings, and tied to municipal., township, county, or section lines

by distances and courses;

- 10. Location of existing section and municipal corporation boundary lines lying within or adjacent to the proposed subdivision;
- 11. True course and distances to the nearest established street lines, section, or quarter section corner monuments to accurately locate the subdivision;
- 12. Boundaries and accurate dimensions to the nearest hundredth-foot for all lots and tracts;
- 13. Identifications for all lots (lot numbers), building setback lines, and tracts (tract letters);
- 14. Complete survey encompassing the following: radii, internal angles, points of curvature, tangent bearings, arc lengths, and all other necessary field notes and calculations;
- 15. Location, widths, and assigned names of all streets, alleys, public ways, and private streets within or adjacent to the plat;
- 16. Location, width, and purpose of easements and dedications, including, but not limited to:
  - rights-of-way for public and private services and utilities;
  - stormwater quality and detention facilities
  - flood hazards, geological hazards (steep slope, landslide, erosion), groundwater protection areas, streams, significant trees, wetlands, and wildlife habitat.



C. **VICINITY MAP** A vicinity map sufficient to define the plat location and boundaries.

**Note:** Aerial photos and other images are not permitted to be used as vicinity maps.