



**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>

<b>DATE RECEIVED</b>
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## FINAL SHORT PLAT (SUBDIVISION) APPLICATION

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

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

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

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

COMPANY: \_\_\_\_\_  
 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

COMPANY: \_\_\_\_\_  
 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 in order for it to be accepted**

### PROPERTY INFORMATION (REQUIRED)

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

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

# FINAL SHORT PLAT (SUBDIVISION) – LETTER OF AUTHORIZATION

(A copy of this letter must be submitted for each property owner involved)

I, \_\_\_\_\_ attest under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.

2. I [ ] have not appointed anyone, or [ ] have appointed \_\_\_\_\_ to act as my agent regarding this application.

3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.

4. I agree to hold the City of Enumclaw harmless as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Enumclaw, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.

5. I hereby grant permission for representatives of the City of Enumclaw and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
City and State where signed

\_\_\_\_\_  
Address

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

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

- Provide documents and plat in .pdf format. Provide as-built civil drawings in .pdf and .dwg format. Include Autocad file(s) of plans (if applicable) Send your submittal to: [permits@ci.enumclaw.wa.us](mailto:permits@ci.enumclaw.wa.us)
- \*For large files (e.g.-civil drawings) over 25 MB, please request a sharefile link from [permits@ci.enumclaw.wa.us](mailto:permits@ci.enumclaw.wa.us).

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

- All application fees, including, but not limited to: Final Short 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 SUBMITTED WITH FINAL SHORT PLAT MAP**

- A. **APPLICATION FORM** Provide a **completed, signed** application form and this checklist.
- B. **FINAL SHORT PLAT NARRATIVE** provide written description of how the applicant has met the preliminary short plat conditions of approval (decision document); or explanation of how the project will meet those requirements.
- C. **TITLE REPORT** Provide 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.
- D. **LETTER OF AUTHORIZATION** Template in this application.
- E. **ADDRESS REQUEST FORM** Submit with application. Click this link (or go to our website) for a current copy <https://www.cityofenumclaw.net/documentcenter/view/340>
- F. **LOT CLOSURE REPORT** Provide lot closure report.
- G. **RESTRICTIONS/CONDITIONS/COVENANTS (if applicable)** Provide documents containing all applicable restrictions and conditions, 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.
- H. **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.
- I. **INCOMPLETE IMPROVEMENTS (if applicable).** Provide a list of public improvements incomplete at the time of final short 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 short plat.
- J. **CERTIFICATE OF IMPROVEMENTS.** Provide Certification of Plat Improvements signed by the City Engineer. This can be requested after the completion of the final inspection.

## PLANS & GRAPHICS

A. **SCALE & LEGIBILITY** Final short 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. Plan sheet margins shall conform to King County 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 SHORT PLAT DRAWING

The Final Short 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 short plat number assigned by the City.
- 2. Name, stamp, and signature of the professional land surveyor, licensed in the State of Washington, who prepared the final short plat drawing together with their addresses, website, and phone numbers;
- 3. Date, title, name and location of subdivision by section, township and range;
- 4. Legal description;
- 5. Addresses for each lot within the subdivision (after addresses provided by City);
- 6. Date plan was prepared and space for revision dates for subsequent resubmittals;
- 7. Approval signature blocks for the Landowner, Professional Land Surveyor, City Finance Director, City Engineer, Planning Director, 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 city datum, 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. Aerial photos and other images are not permitted to be used as vicinity maps.