



FINAL SUBDIVISION SUBMITTAL CHECKLIST

Planning and Development Services

In addition to the information required for the specific permit as noted on their individual checklist those permits subject to environmental review (SEPA) or for those that require public notice the following information is needed in order to submit a complete application for review. Depending on the complexity of the proposal, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20').**

- City of Shoreline Permit Application** (attached)
- Final Plat Drawing – two (2) copies** required. The final plat shall be produced by a professional land surveyor registered in the state of Washington and in accordance with the requirements of WAC 332-120-040 and provide the following additional information:
 - The name of the subdivision.
 - Legal description of the property (including section, township, range), verbatim from the Title Report/Plat Certificate.
 - An Index Sheet showing the entire subdivision, including street and highway names and block.
 - Numbers as appropriate.
 - Standard survey information requirements as provided in WAC 332-130-050 (Survey Map Requirements).
- Surveyor Lot Closure Documents**
- Protective Deed Covenants** – A formal copy of the protective deed covenants shall

accompany the final plat. All these forms shall be printed with India ink in distinct, legible lettering and be substantially the same as provided by the sample plat filed with the King County Records and Election Division. **Please provide a set of forms with the following information:**

- Dedication, with proper acknowledgement by the owner or owners, of the adoption of the plat and dedication of the streets or other public areas.
 - Restrictions.
 - Certification by a registered surveyor, that the plat represents a survey performed by them and that the monument shown exists as located and that all dimensional and geodetic details are correct.
 - Proper forms for the approval of the City Manager (or their designee) and the City Council, with space for signatures.
 - Approval by signature of appropriate agencies as to filing for record.
- Title Report** – Provide a title report no more than 30 days old or “Plat Certificate”. Include schedules describing any recorded easements.

Final Subdivision - \$4,350.00 (\$145.00 hourly rate, 30 hours minimum).

Please note: Fees effective 1/2010 and are subject to change.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

City of Shoreline applications and submittal checklists may be downloaded from our website www.shorelinewa.gov under “Popular Links” select “Permits”.