



FINAL SHORT PLAT

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

INSTRUCTIONS

Please submit the following with your permit application:

- Land Use Application Form
- Permit Submittal Requirements
- Final Plat Sheet Requirements

CITY OF STANWOOD COMMUNITY DEVELOPMENT CONTACT INFORMATION

Address: 10220 270th Street NW
Stanwood, WA 98292
Phone Number: 360-629-2181
Office Hours: Monday – Friday 9:00 am to 5:00 pm
Online Applications: <http://www.ci.stanwood.wa.us/cd/page/land-use-permit-applications>



LAND USE PERMIT APPLICATION

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

Date: _____

Permit Number(s):

Fee: _____

PERMIT TYPE	
Accessory Dwelling Unit Administrative Conditional Use Administrative Modification Annexation Binding Site Plan Boundary Line Adjustment Conditional Use Permit Development Agreement Final Short Plat (9 lots or less) Final Plat (10 lots or more) Floodplain Development Permit Manufactured Housing Infill Other: _____	Major Site Development Minor Site Development Preliminary Short Plat / PRD (9 lots or less) Preliminary Plat / PRD (10 lots or more) Right-to-Farm Registration Sensitive Area Reasonable Use Allowance Shoreline Conditional Use Shoreline Substantial Development Shoreline Variance Variance (including Flood Hazard & Signs) Vacation of Streets and Alleys Zoning Map Amendment

*** All applications need to submit the checklists for the specific permit type ***

	OWNER	APPLICANT	CONTACT
Business Name			
Name			
Full Address			
Phone Number			
E-mail			
	PROJECT ARCHITECT	PROJECT ENGINEER	PROJECT SURVEYOR
Business Name			
Name			
Full Address			
Phone Number			
E-mail			

SITE INFORMATION					
Project Address			Tax Parcel ID Numbers		
Acreage & Square Footage of Property			Zoning Classification		
			Comprehensive Plan Designation		
Water Supply	Current	Proposed	Sewer Supply	Current	Proposed
Existing Use of Property					
Proposed Use of Property					
On-Site Critical Areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Critical Area Type		
Does the Site have a Shoreline Designation?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Shoreline Designation		
Will the Site Be Logged as Part of This Project?	<input type="checkbox"/> Yes <input type="checkbox"/> No		DNR Permit Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parking Spaces Provided			Landscaping Area (square feet)		
Building Footprint Area (square feet)			Lot Building Coverage		
Number of Proposed Units			Building Height		

APPLICANT CERTIFICATION

I certify that I am the Owner or Owner’s authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above referenced address for the purpose of filing applications for permits or review under the Stanwood Municipal Code and I have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.

I do hereby declare under penalty of perjury under the laws of the State of Washington that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my knowledge and belief.

Applicant’s Signature Date

Print Name

REAL PROPERTY OWNER CERTIFICATION

I do hereby declare under penalty of perjury under the laws of the State of Washington that I am the owner of the subject property or an officer/member of the entity owning the subject property, that it is my desire to seek the subject land use permit, and that I will abide by any requirements and conditions that may be part of the approval of this request. I also hereby grant permission for City employees, agents of the City and/or other agency officials to enter the subject property, if necessary, for the purpose of site inspections.

Owner’s Signature Date

Print Name

For additional owners please supply each owners name, signature and date on a separate sheet.



City of Stanwood

10220 270th Street NW
 Stanwood, Washington 98292
 (360) 629-2181

Type I Permit – Submittal Requirements Administrative Decisions without Public Notice

- The number indicates the item is required for submittal and the number of copies required
- A “•” indicates the item shall, upon request, be required for submittal

General Information Meeting Date: _____
 Submittal Date: _____

Submittal Requirements	Complete Submittal Item?			Accessory Dwelling Unit	Administrative Modification	Boundary Line Adjustment	Final Short Plat (≤ 9 lots)	Floodplain Development Permit	Manufactured Housing Infill	Minor Site Development
	Yes	No	N/A							
General Application:										
Land Use Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1
Review Fee ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1
Legal Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•	1	1		1	1
Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1	1			1
Water/Sewer Availability Approval ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1					1	1
Site Plans:										
Site Plan ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	•	4		1	4	4
Landscape Plan ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•		4			4
Tree Retention Plan ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•		1			1
Plat Map ⁴	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•		4			
Reduced Plan Set (11x17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	•	1	1	1	1	1
Building Elevations (11x17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	•				4	1
Civil / Engineering:										
Drainage Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					•		3
Traffic Impact Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							3
Grading and Clearing Plan ⁵	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	•			1	•	3
Road and Drainage Plans ⁵	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•			1		3
TESCP (Erosion Control Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	•			1		3
Topography ⁵ (Existing Conditions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•				1		3
Water / Sewer / Utility Plans ⁵	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•			1	•	3

**Type I Permit – Submittal Requirements
Administrative Decisions without Notice**

Submittal Requirements	Complete Submittal Item?			Accessory Dwelling Unit	Administrative Modification	Boundary Line Adjustment	Final Short Plat (≤ 9 lots)	Floodplain Development Permit	Manufactured Housing Infill	Minor Site Development					
	Yes	No	N/A												
Environmental:															
SEPA Checklist ⁶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•				•	•	•					
Critical Area Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•				1	•	1					
Wildlife Habitat Report (floodplain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•				1	•	•					
Archaeology / Cultural Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•				•	•	•					
Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•				•	•	•					
Other:															
Public Notice Materials ⁷	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
School Safe Walking Conditions Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							•					
C.C. & R.s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•										
Petition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Title Certificate (< 30 days old)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•	1	1								
Lot Closures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		•	1	1								
PDF's for Submitted Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1	1					
Before Final Plat or Final Certificate of Occupancy:															
Deeds/Easements/ Conveyances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			•	•			•					
As-Built Plans ⁸	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				3			3					
Sureties / Bonds ⁹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				1			1					
Electronic CAD As-Built Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				1			1					
NOTES:						FOR CITY USE ONLY									
<ol style="list-style-type: none"> 1. See the City of Stanwood Adopted Fee Schedule 2. Water / Sewer Availability shall be determined prior to submittal and letters submitted. 3. See Site Plan Submittal Requirements for required specifications. 4. See Preliminary Short Plat, Preliminary Plat, Final Short Plat or Final Plat Submittal Requirements for required specifications. 5. See Engineering Plan Submittal Requirements for required specifications. 6. See the SEPA Checklist Requirements for Categorical Exemption Thresholds. 7. See Public Notice Materials for requirements. 8. See As-Built Plan Submittal Requirements for required specifications. 9. See Sureties/Bond Submittal Requirements for required specifications. 						<input type="checkbox"/>	This application is complete.								
						<input type="checkbox"/>	This application is incomplete. See items noted above.								
						•					The City of Stanwood may require additional information. The applicant will be notified in writing if additional information is necessary.				
						•					These submittal requirements are for the City of Stanwood permits only. Additional permits may be required by other federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required.				
						_____ Community Development Representative									
						_____ Date									



FINAL PLAT REQUIREMENTS

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

INSTRUCTIONS

The table below outlines the minimum information that must be provided on your plan sheets. All plans must be prepared by—or under the supervision of—a registered land surveyor or professional engineer illustrating the proposed development of the property.

FINAL PLAT SHEET REQUIREMENTS

GENERAL

- The size of each sheet shall be 18 by 24 inches.
- A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of three inches on the left side and one-half inch on each of the other three sides.
The scale of the plat shall be not less than one inch equals 200 feet. The perimeter of the plat or subdivision being recorded shall be depicted with heavier lines wider than the remaining portion of the plat or subdivision.
- If more than two sheets are used, an index of the entire subdivision showing the arrangement of all sheets shall be included. Each shall be appropriately numbered.
- All signatures placed on the final plat shall be original signatures written in permanent black ink.

Final Plat Sheets

- Title Block (centered at top of drawing) that includes the following:
 - City of Stanwood
 - Name of Proposed Development
 - File Number
 - Section, Township, & Range
- Title Bar (locate along right edge of sheet) that includes the following:
 - Date Drawing was Prepared or Revised
 - Project Name & Location
 - Name, Address, & Phone Number of Applicant, Owner, Engineer, & Surveyor
- Site Information:
 - Site Address
 - Recreational & Open Space (if applicable)
 - Adjacent Street Names & Classifications
 - Required Parking Space Calculations (required & proposed)
 - Datum (if applicable)
 - Critical Area Types Located On-Site (If Applicable)
 - Shoreline Classification (If Applicable)
- Date Plans Were Prepared
- Name, Address, Phone Number, & Email Address of the Applicant, Owner, Surveyor and Engineer
- Date, Scale and North Arrow
- Legal Descriptions, Conditions, Covenants, Restrictions, and Easement Provisions
- Reference Points and lines of existing surveys identified, related to the plat as follows:
 - Stakes, monuments or other evidence found on the ground and used to determine the boundaries of the subdivision;
 - Adjoining corners of adjoining subdivisions;
 - City or county boundary lines when crossing or adjacent to the subdivision
 - Section and donation land claim lines within and adjacent to the plat;

- Whenever the county or the city of Stanwood has established the centerline of a street adjacent to or within the proposed subdivision, the location of this line and monuments found or reset;
 - All other monuments found or established in making the survey of this subdivision or required to be installed by provisions of these regulations.
- Mathematical boundary closures of the subdivision showing the error of closure, if any.
- The mathematical lot closures and street centerline closures and square footage of each parcel.
- The exact location and width of streets and easements intersecting the boundary of the tract.
- Tract, block and lot boundary lines and street rights-of-way and centerlines, with dimensions, bearings or deflection angles, radii, arcs, points of curvature and tangent bearings. Tract boundaries, lot boundaries and street bearings shall be shown to the nearest second with basis of bearings. All distances shall be shown to the nearest one-hundredth of a foot.
- The width of the portion of streets being dedicated, the width of any existing right-of-way and the width of each side of the centerline. For streets on curvature, curve data shall be based on the street centerline. In addition to the centerline dimension, the radius and central angle shall be indicated.
- Easements denoted by fine dotted lines, clearly identified, and, if already of record, their recorded reference. The width of the easement, its length and bearings, and sufficient ties to locate the easement with respect to the subdivision must be shown. If the easement is being dedicated by map reference, it shall be properly referenced in the owner's certificate of dedication.
- Addresses assigned to lots and lot numbers being with number "1" and numbered consecutively without omission or duplication throughout the plat. The numbers shall be solid, of sufficient size and thickness to stand out, and so placed as not to obliterate any figure. Lot numbers in an addition to a subdivision of the same name shall be a continuation of the numbering in the original subdivision.
- Land parcels to be dedicated for any purpose, public or private, shall be distinguished from lots intended for sale.
- The following certificates may be combined where appropriate:
 - A certificate signed and acknowledged by all parties with any recorded title interest in the land subdivided, consenting to the preparation and recording of the plat;
 - A certificate signed and acknowledged as above, dedicating all parcels of land shown on the final map intended for any public use, except those parcels that are intended for the exclusive use of the lot owners in the subdivision, their licensees, visitors, tenants and servants;
 - A certificate with the seal of and signed by the engineer or the surveyor responsible for the survey and final map;
 - Other certifications now or hereafter required by law.
- Lots containing one acre or more shall show net acreage to nearest hundredth, whenever possible.
- Private street language (if applicable)
- Dedication, Acknowledgements, and Certifications
 - Dedication of Public Street and Parcels.
 - The completed plat must show an acknowledgment as approved by the planning director.
 - The completed plat must show a certificate from the engineer or land surveyor who platted the property approved by the planning director
 - The completed plat shall also show certificates signed by the public works director and planning director that they have examined and approved the final plat.
 - The plat shall also contain the signatures of the mayor and the assessor, certifying that they have examined and approved the final plat.
 - The plat shall also show a certificate signed by the treasurer that all taxes have been fully paid on the land included in the final plat.
 - The plat shall show a certificate signed by the auditor showing the date, time and place the final plat was filed for record.
 - If necessary, the applicant shall also meet the requirements of SMC 17.102.080(3).



SURETIES / BOND WORKSHEET

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

<input type="checkbox"/> Bond	<input type="checkbox"/> Assignment of Funds	<input type="checkbox"/> Letter of Credit	<input type="checkbox"/> Surety
SITE INFORMATION			
Project Name			
Project Address			
Type of Bond	<input type="checkbox"/> Performance <input type="checkbox"/> Maintenance	<input type="checkbox"/> Public Improvements <input type="checkbox"/> Landscape	
CONTACT INFORMATION			
Owner/Applicant			
Address			
Phone Number			
Email			
PERFORMANCE BOND INFORMATION	MAINTENANCE BOND INFORMATION		
<ul style="list-style-type: none"> A Performance Bond or Assignment of Funds needs to be on file with the City of Stanwood prior to Construction Permit issuance. The Performance Bond shall be 150% of the Construction Costs (including materials, labor and tax) for the following public improvements: Roads and Alleys, Stormwater Drainage/Detention Ponds, Grading, Utilities, Landscaping, Temporary Erosion and Sediment Control. 	<ul style="list-style-type: none"> A Maintenance Bond or Assignment of Funds needs to be on file with the City of Stanwood prior to Final Plat Approval or Certificate of Occupancy being issued. The Maintenance Bond shall be 25% of the Construction Cost (including materials, labor and tax) for the following public improvements: Roads and Alleys, Stormwater Drainage/Detention Ponds, Grading, Utilities, Landscaping, Temporary Erosion and Sediment Control. 		
BOND CALCULATIONS			
Construction Cost (materials, labor and tax for public roads and alleys, public stormwater drainage and grading, public utilities, landscaping, public and private temporary erosion and sediment control)			
	\$		
Performance Bond Amount (150% of Construction Cost)	Construction Cost X 1.5 = \$		
Maintenance Bond Amount (25% of Construction Cost)	Construction Cost X 0.25 = \$		
* Provide Engineer's Estimated Cost of Construction and/or other documentation showing calculations			
CITY USE ONLY - ACCEPTED BY			
City Staff Signature: _____		Date: _____	