



FINAL PLAT APPLICATION

This permit application packet is designed to obtain all of the information necessary to allow the City to make a well-informed decision on your application. Please refer to the attached application checklist to determine the materials which must be submitted to complete your application. All application materials are public information.

Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent section of the Carnation Municipal Code, other City regulatory ordinances, inspection of the property, as well as testimony and evidence presented through public comments.

Access the Carnation Municipal Code online at: <https://library.municode.com/wa/carnation>

NOTE: Information provided by the Planning Department represents a preliminary, qualified assessment which is based on the information provided by the applicant. More detailed technical review of a specific permit application may disclose additional substantive or procedural requirements. Furthermore, in the case of a final plat, the role and the authority of the Planning Department staff is advisory only. A final decision is made at a public meeting by the City Council and a Notice of Decision outlining next steps will be issued to the applicant.

Applicant's Name: _____ Applicant's Phone Number: _____

Applicant's Mailing Address: _____

Applicant's Email Address: _____

Note: If applicant is not property owner, he/she must be authorized as agent (see page 2).

Property Owner's Name: _____ Property Owner's Phone Number: _____

Property Owner's Mailing Address: _____

Property Owner's Email Address: _____

A copy of the staff report, meeting agendas and final decision will be mailed to the applicant. Please indicate if you would also like a copy of these materials to be sent to the property owner: Yes No

(1) Tax Parcel Number(s): _____

(2) Name of Preliminary Subdivision: _____

(3) Proposed Name of Final Subdivision (if different): _____

(4) Preliminary Plat Filing Number (City of Carnation): _____

(5) Date Preliminary Plat Approved by City: _____

(6) Does the proposed Final Plat include the entire area included in the Approved Preliminary Plat? Yes No

If not, provide a map showing the area of the proposed Final Plat in relation to the Approved Preliminary Plat.

(7) Describe any proposed deviations from the Approved Preliminary Plat (if any): _____

STATEMENT OF OWNERSHIP/DESIGNATION OF AGENT

The undersigned property owners, under penalty of perjury, each state that we are all of the legal owners of the property and designate _____ to act as our agent with respect to this application.

AUTHORITY TO ENTER PROPERTY

I/We acknowledge that by signing this application I/we are authorizing employees or agents of the City of Carnation to enter onto the property which is the subject of this application during the hours of 7:00am to 7:00pm, Monday through Friday, for the sole purpose of making any inspection of the limited area of the property which is necessary to process this application. In the event the City determines that such an inspection is necessary during a different time or day, the applicant(s) further agrees that the City employees or agents may enter the property during such other times and days as necessary for such inspection upon 24 hour notice to applicant(s), which notice will be deemed received when given either verbally or in writing.

HOLD HARMLESS AGREEMENT
READ CAREFULLY BEFORE SIGNING

The undersigned in making this application certifies under penalty of perjury, the truth and/or accuracy of all statements, designs, plans and/or specifications submitted with said application and hereby agrees to defend, pay, and save harmless the City of Carnation, its officers, employees, and agents from any and all claims, including costs, expenses and attorney's fees incurred in investigation and defense of said claims whether real or imaginary which may be hereafter made by any person including the undersigned, his successors, assigns, employees, and agents, and arising out of reliance by the City of Carnation, its officers, employees and agents upon any maps, designs, drawings, plans or specifications, or any factual statement, including the reasonable interferences to be drawn therefrom contained in said application or submitted along with said application.

Applicant
Signature: _____
Name: _____
Email: _____

Property Owner #1
Signature: _____
Name: _____
Email: _____

Agent (Other than Applicant)
Signature: _____
Name: _____
Email: _____

Property Owner #2
Signature: _____
Name: _____
Email: _____

Final Plat Application Requirements

The following materials must be submitted with your Final Plat application in order for it to be considered complete. Please submit all materials as one complete application. Incomplete applications or applications sent in installments will not be accepted.

This Final Plat Application Form completed and signed by all necessary parties.

A final plat map drawn at a scale of 1"=50' (a smaller scale may be used if preapproved by the Planning Department) that includes the following signatures, approvals, or information:

Proposed name of the plat and filing number.

Location by Section, Township, Range and/or by other legal description.

A boundary survey prepared by a registered land surveyor, licensed in the State of Washington, shall be shown on the proposed plat and shall reference the plat to the Washington Coordinate System, North Zone (North American Datum, 1983) or properly determined subdivision corner referenced to either of the above with a physical description of such corners.

The name and seal of the registered land surveyor responsible for preparation of the plat, and a certification by said surveyor to the effect that it is a true and correct representation of the land actually surveyed by him/her. The exterior plat boundary and all interior lot corners shall be set on the applicant's property by the registered land surveyor, using appropriate permanent materials.

All Street centerline monuments (points of intersection, points of curve, points of tangency, etc.) within the plat and all intersections with existing street centerlines shall be monumented with concrete monuments in case, or other permanent material approved by the City.

North arrow and basis of bearings.

Scale shown graphically. The scale of the final site plan shall be such that all distances and bearing can be clearly and legibly shown thereon in their proper proportions. Site plans unduly cramped and whose essential data cannot be clearly read will not be approved.

The boundary lines of the plat, based on an accurate traverse, with angular and linear dimensions.

Exact location, width, and number or name of all right-of-way lines, alleys, crosswalks, and easements within and adjoining the plat, and a clear statement as to whether each is to be dedicated or held in private ownership. Check with the City to determine if your project requires a pedestrian easement and, if it does, show this easement location on your plans. Proposed street names shall be checked with the proper officials.

True courses and distances to the nearest established right-of-way lines or official monuments which will accurately locate the plat.

Radii, internal angles, points of curvature, tangent bearings and lengths of all areas.

All lot and block numbers and lines, with accurate dimensions in feet and hundredths of feet. Blocks in numbered additions to subdivisions bearing the same name must be numbered or lettered consecutively through the several additions. Lot sizes in square feet.

Municipal, township, county or section lines accurately tied to the lines of the development by distance and courses.

Accurate locations of all monuments at such locations as required by the Public Works Department.

All easements for rights-of-way provided for public service or utilities.

Lots designated by number on the binding site plan within the area of the lot. Tracts shall be similarly designated and each tract shall be clearly identified with the ownership and purpose.

Accurate outlines and dimensions of any areas to be dedicated or reserved for public use, with purpose indicated thereon and in the dedication; and/or any area to be reserved by deed covenant for common uses of all property owners.

Accurate location of all monuments, which shall be concrete and four inches by four inches at top, six inches by six inches at bottom and twenty-four inches long with a metal marker cast in the center. One such monument shall be placed at each street intersection, and at a location to complete a continuous line of sight and at such other locations as required by the city engineer.

All plat meander lines or reference lines along bodies of water shall be established above the ordinary high water mark.

Building setback lines accurately shown with dimensions.

A full and correct legal description of the property.

Notarized signatures of all persons having an ownership or security interest in the land being subdivided.

- a. For a property owner who is a partnership or limited partnership, include partnership name and an authorized partner of the partnership must sign.
- b. Where owner is a corporation, the name must so designate, including the state of incorporation and the signatures must be that of the president and secretary, proof of corporation authorization must be given for any other signatures.
- c. Where owners are individuals, the spouse must also sign.

Appropriate signature blocks on the final plat document for the official whose signatures are required for approval or acceptance of the plat, including any dedications.

All restrictions and conditions on the lots or tracts or other areas in the plat required by the Hearing Examiner and the City Council including conditions of approval imposed on the project from previously obtained permits.

Any additional pertinent information required at the discretion of the Public Works or Planning Directors.

Covenants, Conditions, and Restrictions, if required.

Stormwater Operations and Maintenance Plan.

Tree Retention and Replanting Plan, if applicable.

Written response to all Hearing Examiner conditions of approval, SEPA mitigation measures, or other requirements imposed upon the project and documentation which may be necessary to show compliance with said conditions of preliminary plat approval.

Plat certificates or owner's duplicate certificates for land registered pursuant to Chapter 65.12 RCW, Registration of Land Titles, no more than 30 days old, shall be obtained and provided by the owners of any approved subdivision.

Approved lot calculations.

Certified sets of "as-built" subdivision improvement drawings, or in alternative, and at the city's sole discretion, a subdivision improvements completion bond.

A maintenance guarantee bond, if applicable.

All required improvements must be constructed, installed and approved, or adequate security given for the proper construction and installation of the improvements as specified under CMC 15.16 - Subdivisions Part VII. - Site Improvements and Security Mechanisms, which may include:

- Public street improvements
- Private street improvements
- Utilities
- Landscaping
- Shoreline or Critical Area Mitigation

Application fee(s).