



CITY OF PORT ORCHARD

Permit Center

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FINAL PLAT APPLICATION

<i>For Staff Use Only</i>	File #:	Receipt #:
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Incomplete Submittal Will Not Be Accepted.

<u>1. PROJECT INFORMATION.</u>			
Subdivision Name: _____			
This subdivision name has been reserved with the Kitsap County Auditor (<i>check one</i>): <input type="checkbox"/> Yes <input type="checkbox"/> No			
General Location of Property:			
Nearest intersection:			
Tax Parcel Number(s):			
Property Owner(s): (<i>list all</i>)			
Total acreage:	Acres	Total acreage in open space:	Acres
Total number of tracts:		Total area of public streets:	Sq. ft.
Number of building lots:		Total length of public streets:	LF
Average building lot size:	Sq. ft.	Total area of private streets:	Sq. ft.
Smallest lot size:	Sq. ft.	Total length of private streets:	LF
<u>2. BUILDING TYPE.</u>			
<input type="checkbox"/> DETACHED HOUSE <input type="checkbox"/> ATTACHED HOUSE <input type="checkbox"/> BACKYARD COTTAGE <input type="checkbox"/> COTTAGE COURT <input type="checkbox"/> DUPLEX: BACK TO BACK <input type="checkbox"/> DUPLEX: SIDE BY SIDE <input type="checkbox"/> FOUR-PLEX <input type="checkbox"/> TOWNHOUSE <input type="checkbox"/> APARTMENTS			
<i>POMC 20.32</i>			
<u>3. SUBMITTAL REQUIREMENTS.</u>			
NOTE: <i>Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements.</i>			
Check the box for each item included with this application:			
<input type="checkbox"/> The Master Permit Application Form , completed.			
<input type="checkbox"/> Final Plat Application form (<i>this form</i>), completed. <i>The example Conditions Compliance Matrix (page i) is not required.</i>			
<input type="checkbox"/> Property Legal Description.			
<input type="checkbox"/> A Conditions Compliance Matrix addressing the conditions of the preliminary plat approval. The conditions compliance response shall list each condition as written in the approved preliminary plat Hearing Examiner decision, and the applicant's response. (<i>See attached example.</i>) <i>A Word template is available upon request to DCD prior to application submittal.</i>			
<input type="checkbox"/> Mathematical Map Check (Lot Closures).			
<input type="checkbox"/> A Title Report. <i>Must be dated by the title company within thirty (30) days of the date of this application submission, confirming that the title of the lands as described and shown on the plat is in the name of the owner(s) signing the certificate or instrument of dedication.</i>			
<input type="checkbox"/> A Vicinity Map , approximately 800 feet to the inch.			

3. SUBMITTAL REQUIREMENTS. *(Continued)*

Addresses and Road Names.

Check the appropriate statement, and submit required documents accordingly:

- Preliminary Addressing and Road Names were previously received. No changes have been made to the plat since the preliminary addressing was issued. All address numbers, lot numbers and road names are included on the final plat as issued in preliminary addressing.
- Addresses and/or Road Names have changed since preliminary addressing and road names were issued. *Include:*
 - A statement describing what has changed.
 - A plot plan showing the preliminary addressing as received and cloud revisions.
- Preliminary Addressing and Road Names were not previously issued. *Include:*
 - Address and/or Road Name Request form**, completed.
 - Plot Plan** used specifically by the Addressing Technician. Must be free from excess information such as contours, drainage, utility lines and setbacks.
 - Include north arrow and scale.
 - Show tracts, numbered lots, and tax parcel numbers.
 - Show driveways or building outlines.
 - Identify any tracts or lots which require addresses for utility devices, special structures or uses.
 - Show streets and roadways adjacent to property, clearly labeled by name.
 - Show access to the site from the adjacent street or roadway.
 - Show surrounding existing and/or planned development for road continuation context.

Plan Sets: High resolution PDF drawings, general requirements.

Refer to Port Orchard Requirements for Electronic Plan Review for complete requirements:

- Inferior drawings that are difficult to read will not be accepted.
- Drawings must be free of unrelated information and markings. Line weights must provide sufficient contrast with the background and other drawing elements
- Drawings converted to PDF from vector based programs are preferred. Must be legible when zoomed in for detail review on a computer monitor. May not pixilate.
- Must be scalable and clearly readable when printed at 11" x 17".
- The survey and map must be scaled to not less than one inch equal to 100 feet, and print to scale 18" x 24" or larger, with one-half inch border on the top, bottom, and right-hand margins, and two and one-half inch border on the left-hand or binding margin.
- All documents, maps, survey calculations, and notes shall contain the name of the subdivision, the name(s) of the applicant(s), and the name of the registered land surveyor responsible to the applicant(s).

Final Plat Drawings.

- Must meet the requirements in POMC 20.90.030(2)(a-u).
- Must meet the requirements of the preliminary plat approval. *(POMC 20.80; RCW 58.17)*
- Must include approved street name(s) and lot numbers, and address numbers.
- Must include Dedications and Signature blocks.
Refer to POMC 20.80.060 Document Forms for requirements.

3. SUBMITTAL REQUIREMENTS. (Continued)

Record drawings (As-Builts).

- Two (2) paper copies, 18" x 24" or larger for initial review and approval.
- Once approved, submit Approved As-Built Plans:
 - Two (2) paper copies, 18" x 24" or larger.
 - Electronic version in CAD (.dwg) file format.
 - High resolution (300 dpi min) PDF produced from vector based drawings.

4. PROJECT-SPECIFIC SUBMITTAL REQUIREMENTS.

Depending on your project, other items may be required. Check all that apply.

A list of all incomplete improvements with cost estimate information provided by the subdivider's engineer for the construction and installation of all infrastructure, public facilities, erosion and sedimentation control, landscaping and improvements as required by the preliminary plat, but not installed at the time of final plat application, including, but not limited to:

- Water mains and appurtenances, including the costs of any other associated improvement by item, including water services.
- Storm drainage facilities.
- Sanitary sewer.
- Pedestrian/bike connections.
- Landscaping, including street trees.
- Other on- or off-site improvements as required.

Original notarized bond(s) or other security for infrastructure, erosion and sedimentation control, landscaping and/or any public facilities as required by the preliminary plat, using the City's attorney-approved forms and issued by a surety company or financial institution licensed to do business in the State of Washington. *Include:*

- Engineered drawings of the approved improvements.
- An engineer's cost estimate of improvements.

Original notarized Bill of Sale for any infrastructure that is being donated to the City. *Include:*

- A list of all improvements (Exhibit A).
- An engineer's cost estimate for all items and quantities (Exhibit B).

Recorded off-site easements or dedications.

Water and/or sewer acceptance letters from the Utility District.

The subdivision's Covenants, Conditions & Restrictions (CC&Rs).

The recorded storm system covenant.

Other (list):

5. SUBMITTAL REQUIREMENTS AFTER FINAL APPROVAL.

- A recordable survey with surveyor's signature on Mylar film or better is required for recording. Must meet the requirements of RCW 58.09 and RCW 58.17.250.

Other documentation may be required in addition to what is listed above.

OWNER

1. SELECT THE APPROPRIATE STATEMENT:

- I affirm that the property affected by this application is in my exclusive ownership.
- I affirm that the property affected by this application is not in my exclusive ownership. This application is submitted with the consent of all owners of the affected property.

2. IF AN AGENT IS SUBMITTING THIS APPLICATION ON YOUR BEHALF, complete this verification statement:

As the record owner of the property listed above, I authorize _____,
as my Authorized Agent to submit this application on my behalf.

3. OWNER'S SIGNATURE TO BE WITNESSED BY NOTARY:

In this statement under oath, I state and attest that the tract has not been subdivided within the last five years, except by an approved preliminary plat and final plat.

The application as completed is true and correct to the best of my knowledge.

Signature of Owner (Must be notarized)

Print Name of Owner

Date

STATE OF WASHINGTON)
) SS
COUNTY OF KITSAP)

I certify that I know or have satisfactory evidence that _____
is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

WITNESS MY HAND AND OFFICIAL SEAL this _____ day of _____, 20__.

NOTARY PUBLIC in and for the
State of Washington, residing at

My appointment expires:

EXAMPLE ONLY: A Word version template of this form is available upon request. Contact the Permit Center.

NAME OF FINAL PLAT

CONDITIONS COMPLIANCE RESPONSE MATRIX

Responses provided by: _____ date _____
Name date

Conditions of Approval Hearing Examiner Preliminary Plat Decision			
Condition Number	Condition	Response	Staff Review
Fire			
1.	Text from Preliminary Plat Decision	Response by Applicant	
2.	Text from Preliminary Plat Decision	Response by Applicant	
3.	Text from Preliminary Plat Decision	Response by Applicant	
4.	etc.	Response by Applicant	
Public Works			
5.	Text from Preliminary Plat Decision	Response by Applicant	
6.	Text from Preliminary Plat Decision	Response by Applicant	
7.	etc.	Response by Applicant	
Land Use			
8.	Text from Preliminary Plat Decision	Response by Applicant	
9.	etc.	Response by Applicant	
Continue to Add Conditions and Responses as applicable			
etc.			