



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
 Mailing address: 216 Prospect Street
 Port Orchard, WA 98366
 (360) 874-5533 · permitcenter@cityofportorchard.us

FINAL PLAT APPLICATION

FEES:

Technology fee:	\$10.00
Fire District Review fee:	\$250.00
Final Plat fee:	\$1,000.00
\$50 x _____ lots =	\$ _____
Total Due with Submittal:	\$ _____

STAFF USE ONLY	
Received by:	_____
Receipt #:	_____
File #:	_____

INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.

1. PROJECT INFORMATION.			
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 lots: _____		Total length of public streets: _____ LF	
Average lot size: _____ Sq. ft.		Total area of private streets: _____ Sq. ft.	
Smallest lot size: _____ Sq. ft.		Total length of private streets: _____ LF	
2. BUILDING TYPE.			
<i>POMC 20.32</i>	<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
3. SUBMITTAL REQUIREMENTS. (<i>Check the box for each item included with this application</i>)			
NOTE: 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).			
<input type="checkbox"/> THE MASTER PERMIT APPLICATION FORM with original signature(s). <i>One Master form covers all applications that are included with this submittal.</i>			
<input type="checkbox"/> FOUR COPIES: Completed Final Plat application form: This includes the original plus 3 copies. <i>The example Conditions Compliance Matrix (page i) included with the form is not required.</i>			
<input type="checkbox"/> FOUR COPIES: The complete legal description of the property to be subdivided.			
<input type="checkbox"/> FOUR COPIES: 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"/> THREE COPIES: Mathematical Map Check (Lot Closures).			

3. SUBMITTAL REQUIREMENTS. (Continued)

- THREE COPIES** of a Title Report, 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.
- FOUR PLAN SETS:** Submit paper copies for review/approval. The Final Plat drawings must meet the requirements of the preliminary plat approval (*POMC 20.80; RCW 58.17*).
The survey and map must be prepared by a registered land surveyor, scaled to not less than one inch equal to 100 feet, 18" x 24" or larger, with one-half inch border on the top, bottom, and right-hand margins and a two and one-half inch border on the left-hand or binding margin.
Refer to POMC 20.90.030(2)(a-u) for all specific requirements, including:
 - The name of the Subdivision, the name(s) of the applicant(s), and the name of the responsible registered land surveyor.
 - North arrow and scale.
 - Approved street name(s) and lot address numbers.
 - Dedications and Signature blocks.
Refer to POMC 20.80.060 Document Forms for requirements.
 - A vicinity map, approximately 800 feet to the inch.
- TWO SETS:** Record drawings (As-Built): Paper copies, 18" x 24", of the as-built drawings for review and approval. Once approved, submit as-built plans consisting of two 18" x 24" paper copies and an electronic version in DWG and high-resolution PDF.
- ONE Electronic Version** of all submitted documents, in high resolution PDF format.

4. PROJECT-SPECIFIC SUBMITTAL REQUIREMENTS.

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

- THREE COPIES** of 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 Performance and/or Maintenance Bond(s) or other security for infrastructure, erosion and sedimentation control, landscaping and/or any public facilities as required by the preliminary plat. Bonds to be accompanied by engineered drawings of the approved improvements, and an engineer's cost estimate of improvements.
Must use the City's attorney-approved forms and be issued by a surety company or financial institution licensed to do business in the State of Washington.
- ORIGINAL** notarized Bill of Sale for any infrastructure that is being donated to the City.
Include a list of all improvements, and an engineer's cost estimate for all items and quantities.
- Recorded off-site easements or dedications.
- Water and/or sewer acceptance letters from West Sound 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.

Electronic copy: Approved Final Plat drawings in high resolution PDF format **and** DWG

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: _____
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	

Conditions of Approval
Hearing Examiner Preliminary Plat Decision

Condition Number	Condition	Response	Staff Review
<i>Continue to Add Conditions and Responses as applicable</i>			
etc.			