



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 SHORT PLAT APPLICATION (9 lots or fewer)

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

1. PROJECT INFORMATION.			
Short Plat Name:			
General Location of Property:			
Nearest intersection:			
Tax Parcel Number(s):			
Property Owner(s): <i>(list all)</i>			
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
2. SUBMITTAL REQUIREMENTS.			
<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:			

This application shall include the following unless specifically waived by DCD:

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).

- The Master Permit Application Form**, completed.
- Final Short Plat application**, *(this form)* completed.
 - Include the **original** signed and notarized Owner Statement *(page 4 of this application)*.
 - Example page (i) on Short Plat Final form is not required.
- Complete Legal Description of the Property to be Subdivided.**
 - Include tax parcel numbers.
- Conditions Compliance Response Matrix** addressing the conditions of the preliminary short plat approval. The Matrix shall list each condition as written in the approved preliminary short plat decision, and the applicant's response. *(See attached example.)*
A Word template is available upon request to DCD prior to application submittal.
- The 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 in the plat is in the name of the owner(s).
- THREE COPIES** of a Mathematical Map Check (Lot Closures).
- Final Plat Certificate** issued within the last 30 days.

- Addresses and Road Names.**

Check the appropriate statement 1, 2, or 3, and submit the required documents accordingly:

 - 1. 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.
 - 2. 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.
 - 3. Preliminary Addressing and Road Names were not previously issued.** *Include:*
 - Address and Road Name Request form, completed.
 - Plot plan used specifically by the Addressing Technician. It must be free from excess information such as contours, drainage, utility lines and setbacks. *Show:*
 - North arrow and scale.
 - Tracts, numbered lots and tax parcel numbers.
 - Driveway outlines or building outlines.
 - Tracts or lots which require addresses for utility devices, special structures or uses.
 - Streets and roadways adjacent to the property, clearly labeled by name.
 - Access to the site from the adjacent street or roadway.
 - Surrounding existing or planned development.
- Map Sets.** The Final Short Plat map submittal must meet the requirements of preliminary short plat approval (*POMC 20.86; RCW 58.17*).
 - The survey and map must be formatted to print 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(B)(1-21) for all specific requirements, including but not limited to:
 - Prepared by a registered land surveyor.
 - North arrow and map scale.
 - Clearly readable when printed at 11" x 17".
 - Must be scalable to print to 18" x 24" or larger.
 - Scaled to not less than one inch equal to 100 feet.
 - Approved street name(s) and lot address numbers.
 - Dedications and Signature blocks.
 - A vicinity map, approximately 800 feet to the inch.
- Record Drawings (As-Builts):**
 - Two (2) paper copies, 18" x 24", for initial review and approval.
 - Once approved, submit Approved As-built Plans:
 - Two (2) paper copies, 18" x 24".
 - Electronic version in CAD (.dwg) file format.
 - High-resolution (300 dpi min) PDF digital drawings produced from vector based drawings.

PROJECT-SPECIFIC SUBMITTAL REQUIREMENTS. *Include the following as applicable:*

- 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. Bonds must be submitted using a form approved in advance by the City's attorney and from a bonding company licensed to do business in the State of Washington. *Include:*
 - Engineered drawings of the improvements as approved.
 - 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 West Sound Utility District.**
- Short subdivision's Covenants, Conditions and Restrictions (CC&Rs).**
- The recorded storm system covenant.**

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

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.

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.

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 Department of Community Development.

NAME OF SHORT PLAT

CONDITIONS COMPLIANCE RESPONSE MATRIX

Responses provided by: _____ date _____
Name date

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