



# *Final Plat Submittal Checklist*

**Project File Number:** \_\_\_\_\_ **Accepted By:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Please review GFMC 20.08.040 *Final Plat* in addition to the below**

*Applicant/Staff Verify*

- /  **Completed Final Long Plat Application** (2 copies)
- /  Intake Fee (see current Fee Schedule)
- /  2 copies of a current (*within 30 days of application*) Title Report containing the following:
  - /  A legal description of the total parcel sought to be subdivided.
  - /  A list of those individuals, corporations, or other entities holding an ownership interest in the parcel.
  - /  Any easements or restrictions affecting the property with a description, purpose, and reference the recording number.
  - /  Any encumbrances, delinquent taxes or assessments on the property.
  - /  If lands are to be dedicated or conveyed to the City as part of the subdivision, an American Land Title Association title policy shall be required.
- /  3 copies of the plat document that complies with the approval by the Preliminary Plat. In addition to the items required for the preliminary approval please provide the following:
  - /  Certification from a professional land surveyor, licensed in the State of Washington, as to the survey data, layout of streets, alleys and other rights of way.
  - /  The document must be suitable for recording a plat with the Snohomish County Recorder's Office. Please contact the Recorder's Office to confirm the current standards.
  - /  Approval signature blocks for the owners, surveyor, City of Granite Falls Mayor, City of Granite Falls City Engineer, Snohomish County Treasurer, and Snohomish County Auditor.
- /  Lot closure calculations
- /  An approved subdivision name reservation from the Snohomish County Auditor's Office (does not apply to short plats/subdivisions).
- /  3 copies of as-built construction drawings on 22" x 34" paper and two half-size copies on 11" x17" paper. Applicants shall also provide one digital copy on a CD in PDF and AutoCAD format.
- /  The city's Designated Official may require the applicant to submit additional materials.

*\*Final Plat applicants must submit their final plat documents to Snohomish County Assessor's Office for segregation review. This can be done during the City's review of the Final Plat.*