



**FINAL PLAT
CHECKLIST**

210 E 4th Street, LaCenter, WA
98629
Tel: 360.263.3654
www.ci.lacenter.wa.us

OFFICE USE ONLY
PERMIT NUMBER

SUBMITTAL CHECKLIST

A. REVIEW PROCESS FINAL PLAT APPLICAITONS (18.210.020 & 18.205.050)

Submit one paper copy and one electronic copy of the final plat. All application materials shall be submitted as one package. All application submittals listed on the checklist below shall be submitted in order to be deemed Counter Complete.

B. FINAL PLAT APPLICATION REQUIREMENTS (18.210.020 & 18.205.050)

- 1. MASTER APPLICATION FORM:** Provide one (1) copy of the completed Master Land Use Application form with original signature(s) including. The name, mailing address, and telephone number of the owner(s), engineer, surveyor, planner, and/or attorney and the person with whom official contact should be made regarding the application; acreage, number of lots, zoning designation
- 2. REIMBURSEMENT AGREEMENT:** Submit a completed Agreement to Pay Professional, Project Review, Inspection and Related Expenses form.
- 3. CHECKLIST:** Provide one (1) copy of this completed submittal checklist.
- 4. SUBMITTAL PACKET:** Submit one (1) paper copy of the application packet and one electronic copy (CD or Thumb drive). Create a separate PDF for each application file, i.e. Master Application Form, Reimbursement Agreement, Checklist and so on.....
- 5. FINAL SHORT PLAT MAP:** Submit a final short plat map that includes all of the following applicable information:
 - (a) Short subdivision name (if any);
 - (b) Legend;

(c) Location, including one-fourth section, section, township, range, and, as applicable, donation land claim and/or short subdivision or subdivision name;

(d) Boundary survey (if required);

(e) Lot, block, and street right-of-way and centerline dimensions;

(f) Street names;

(g) Scale, including graphic scale, north arrow, and basis of bearings;

(h) Identification of areas to be dedicated;

(i) Surveyor's certificate, stamp, date, and signature (if required);

(j) Signature blocks for the following:

(i) Engineer;

(ii) County auditor;

(iii) County assessor;

(iv) City clerk or director;

(v) Mayor;

(k) Special setbacks (if any);

(l) Public and private easements (if any) and the purpose of each;

(m) Tracts (if any) and the purpose of each;

(n) Walkways (if any);

6. LEGAL DESCRIPTION: Submit a Legal description of the boundary which has been certified by the land surveyor, with seal and signature as being an accurate description of the lands actually surveyed;

7. AUTHORIZATION TO SIGN APPLICATION: Written authorization to file the application signed by the owner of the property that is the subject of the application, if the applicant is not the same as the owner as listed by the Clark County assessor.

8. PROOF OF OWNERSHIP: Proof of ownership document, such as copies of deeds and/or a policy or satisfactory commitment for title insurance.

9. CERTIFICATE OF PLAT: A plat certificate shall be provided, including dedications, if any.

- ❑ **10. CERTIFICATE OF TITLE:** A certificate of title shall be provided.
- ❑ **11. CC&R'S:** Restrictions and covenants shall be provided if proposed to fulfill conditions of approval or applicable provisions of law.
- ❑ **12. APPLICABLE APPROVAL CRITERIA:** The review authority shall approve a final plat if he or she finds:
 - (1) It complies with the decision approving the preliminary plat;
 - (2) The applicant has fulfilled all conditions of approval or that the La Center Municipal Code requires to be fulfilled before approval of the final plat; and
 - (3) The final short plat application meets the submittal requirements of LCMC [18.210.060](#).
- ❑ **13. IMPROVEMENT PLANS:** Where improvements are required, plans for such improvements shall be submitted to the public works director. Improvements shall be designed by or under the direct supervision of a licensed engineer where required by statute (Chapters [18.08](#), [18.43](#), and [18.96](#) RCW). The engineer shall certify same by seal and signature. All improvement plans shall comply with the provisions of city ordinances pertaining to streets, roads and utilities, and any other applicable city ordinances, and in addition to the above certification shall contain the following:
 - (1) Subdivision name;
 - (2) Name, mailing address, and telephone number of engineer preparing the plan;
 - (3) Date (month and year).

E. APPLICATION FEES:

Fees must be paid at the time of application via the online portal.

- ❑ **Final Short Plat** \$320.00 + \$60 per lot
- ❑ **Final Long Plat** \$920.00 +\$60 per lot

All of the above application fees shall require cost recovery. Cost recovery (requires a reimbursement agreement); actual cost of staff, consultants, and/or hearing examiner plus 10%. T Fees are applicable as part of a land use action or development review land use action or development review (i.e.: traffic study, preliminary/final plat review)

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge. I have owner(s) permission to submit this application. I agree to hold harmless the City of Ridgefield as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including myself, and filed against the City of LaCenter, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application. I understand and acknowledge that the City of LaCenter may charge me additional costs such as consulting fees, administrative costs and actual costs directly associated with processing this land use application.

Applicant's Signature

Date

Print Applicant's Name