

**INFORMATION REQUIRED WHEN APPLYING FOR A
SUBDIVISION FINAL PLAT APPLICATION**

APPLICATION

An application for a final plat will not be accepted until complete, as determined by the Director of Public Works. The attached flow chart illustrates the plat approval process. A complete application must include:

- 1) Application Form (Attached).
- 2) Final Plat Drawing. The final plat shall be drawn on cloth, Mylar, or similar material, sheet size twenty-four by thirty-six inches with a one-half-inch ruled margin or border and containing the following information:
 - a) Name of plat;
 - b) Location by section, township, range and/or by other legal description;
 - c) The scale and the north point; the scale of the final plat shall be one inch equals forty feet;
 - d) The boundary line of the plat, based on an accurate traverse, with angular and linear dimensions, and the basis of bearing;
 - e) Exact location, width, name of all streets, alleys, and pedestrian walkways within and adjoining the plat and all easements for rights-of-way provided for public services or utilities;
 - f) True courses and distances to the nearest established street lines or official monuments which shall accurately locate the plat;
 - g) Township or section lines accurately tied to the lines or official monuments which shall accurately locate the plat;
 - h) Radii, internal angles, points of curvature, chord bearings, and lengths of all arcs;
 - i) All dimensions to the nearest one-hundredth of a foot and angles and bearings in degrees, minutes, and seconds;
 - j) Accurate location of all monuments; one such monument shall be located at each street intersection, point of curvature or point of intersection and each and every controlling corner on the boundaries of the parcel of land being subdivided and at such other locations as required by the director;
 - k) Bearings and distances of any areas to be dedicated or reserved for public use, with the purposes indicated thereon and in the dedication; and/or any area to be reserved by deed covenant for common uses of all property owners.
- 3) Certifications. In addition to other requirements set forth in this Chapter or by state law, each final plat shall:
 - a) Be acknowledged by the person filing the final plat before the Whitman County auditor or any other notary public;
 - b) Be accompanied by a complete survey of the section or sections in which the plat or replat is located, or as much thereof as may be necessary to properly orient the plat within such section or sections. The plat and section survey shall be submitted with the actual traverse showing error of closure and method of balancing. A sketch showing all distances, angles and calculations required to determine corners and distances of the plat shall accompany this data. The allowable error of closure shall not exceed one foot in ten thousand feet;
 - c) Contain a certification by the licensed land surveyor preparing the plat that a survey has been made and that the required monuments will be set;
 - d) Be accompanied by a copy of any protective deed covenants;
 - e) Be accompanied by a certification by the director that the developer has complied with either of the following alternatives;
 - i) All improvements have been installed in accordance with the requirements of these regulations, or

- ii) Certain improvements have been deferred in accordance with the provisions of Section 13.80.180(3);
- f) Be accompanied by a title insurance report from a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision or dedication and listing all encumbrances. The report shall be dated within forty-five days prior to the approval of the final plat by the City Council;
- g) Contain a certificate stating that the subdivision has been made with a free consent, and in accordance with the desires of the owner or owners. If the plat includes a dedication, the certificate shall also contain the dedication of all streets and other areas to the public, any individual or individuals, religious society or societies, or to any corporation, public or private, as shown on the plat, and a waiver of all claims for damages to the adjacent land by the established construction, drainage, and maintenance of said street or other area so dedicated. Such certificate shall be signed and acknowledged before a notary public by all parties having any interest in the lands subdivided. An offer of dedication may include a waiver of right of direct access to any street from any property, and if such dedication is accepted, any such waiver is effective. Such waiver may be required by the department of public works as a condition of approval. Roads not dedicated to the public must be clearly marked on the face of the plat. Any dedication, donation or grant as shown on the face of the plat shall be considered to all intents and purposes as a quitclaim deed to the donee or grantee for use for the purpose intended by the donation or grant. The acceptance of dedication by the city shall not obligate the city to improve or develop the lands in the dedication;
- h) Contain a certification by the Whitman County treasurer that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied or discharged;
- i) Contain a statement of approval from the director as to the survey data, the layout of streets, alleys, and other rights-of-way, design of bridges, sewage and water systems, and other structures;
- j) Contain proper forms with space for signatures for the approval or acceptance of such other officials as are required by law to approve or accept the final plat;
- k) Contain a certification by the city finance director that all assessments and other fees for which the property may be liable have been paid.

FEES

- 1. Final Plat Filing Fee.....\$ 80.00 + \$5.00/lot proposed

ASSISTANCE

The Public Works Department is available to answer questions about an application by phoning (509) 338-3220.

RECEIPT NO.: _____

DATE APPLICATION RECEIVED: _____

DATE APPLICATION ACCEPTED AS COMPLETE: _____

CITY OF PULLMAN
SUBDIVISION FINAL PLAT APPLICATION
Pullman City Code 13.80.190

APPLICANT:

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

STATUS (property owner, lessee, agent, purchaser, etc.): _____

PROPERTY OWNER (if different than applicant):

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

REGISTERED ENGINEER OR LAND SURVEYOR:

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

NAME OF SUBDIVISION: _____

ZONE DESIGNATION: _____ TOTAL AREA: _____ NO. OF LOTS: _____

All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.

Applicant's Signature

Date

This Subdivision Final Plat Application is being submitted with my consent.

Property Owner Signature

Date

PROCEDURE

FINAL PLAT

MAXIMUM TIME TO ACTION BY
CITY COUNCIL: 30 DAYS

