



Planning Services
 Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032
Permit Center (253) 856-5302 FAX: (253) 856-6412
 KentWA.gov/permitcenter

Final Short Subdivision or Final Binding Site Plan Application

Please print in black ink only.

Application Fee...See Fee Schedule

Application #: _____ KIVA #: _____
OFFICE USE ONLY OFFICE USE ONLY

Plat Name: _____

Number of Lots Proposed: _____ Minimum Lot Size Proposed: _____

Address/Location: _____ Zone: _____

King County Parcel Number (s): _____ Acres: _____

¼ Section _____ Section _____ Township _____ N Range _____ E

Applicant: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Email: _____

City/State/Zip: _____ Signature: _____

Professional License No: _____ Contact Person: _____

Property Owner 1: (mandatory if different from applicant; attach additional info/signature sheets if more than one property owner)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Email: _____

City/State/Zip: _____ Signature: _____

Licensed Land Surveyor:

Name: _____ Daytime Phone: _____

Mailing Address: _____ Email: _____

City/State/Zip: _____ License No.: _____

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application:

Agent/Consultant/Attorney: (mandatory if primary contact is different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Email: _____

City/State/Zip: _____ License No.: _____

OFFICE USE ONLY:

Date Application Received: _____ Received by: _____

Date Application Complete: _____ Completeness Review by: _____

Final Short Plat Submittal Requirements Checklist

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A FINAL SHORT PLAT APPLICATION:

- A. The completed original application making sure that all of the required signatures have been obtained.
- B. Three (3) unsigned copies of the final short plat prepared in accordance with the requirements below. After review by the City, the applicant will be notified to submit one copy of signed and notarized plans plus one AutoCAD disk.
 1. A final short plat shall be prepared by a Professional Land Surveyor licensed in the State of Washington and be based on the Washington State Plane Coordination System.
 2. The final short plat shall comply with the conditions of preliminary approval and RCW 58.09, WAC 332-130, and RCW 58.17. The original drawing shall be in black ink.
 3. All short subdivisions shall be surveyed by a land surveyor licensed in the state of Washington. All lot, tract, parcel and right-of-way corners and angle points shall be set in accordance with RCW 58.09. Street monuments shall be in accordance with City of Kent design and construction standards and shall be installed per those same standards. Sufficient intervisible monuments shall be set to insure that any property within the subdivision can be readily resurveyed at a later time or as may be specified by the Public Works Department. All final plats and short plats shall be based on at least two City of Kent horizontal control points and reference the North American Datum of 1983/1991 Adjustment (NAD 83/91) or its successor as may be adopted by the Public Works Department survey section.
 4. The final short plat will be reviewed for compliance with all terms of the preliminary approval; terms of bonding or the

completion of all improvements; and completeness and accuracy of survey data and platting requirements.

- C. The final short plat shall contain or be accompanied by the following:
 1. Signature of the owner(s) of the property on the face of the final plat. Any person signing for a corporation, trust or LLC must provide documentation that shows they have the authority to execute on behalf of the said corporation.
 2. Include a notarized certificate of the owner, contract purchaser, grantor of a deed of trust, or other holder of beneficial title to the property being subdivided indicating that the short subdivision is made with free consent and in accordance with their desires, and if the short subdivision is subject to deeding of property, the notarized certificate shall be signed by all parties having any ownership interest in the lands subdivided. "Ownership interest" shall include legal and equitable property interests, including, but not limited to, present, future, contingent or whole fee interests, together with a beneficiary's interest pursuant to a trust and contract interest pursuant to a specifically enforceable contract for the purchase of the real property.
 3. Certification of approval to be signed by the King County assessor.
 4. Certification of approval to be signed by the King County recorder.
 5. Certificate of approval by the chairman of the short subdivision committee in the following form:

CITY OF KENT SHORT SUBDIVISION COMMITTEE

Approved by the City of Kent Short Subdivision Committee this ____ day of _____, 20____.

Chairman, Short Subdivision Committee
 6. Dedication or Declaration Statement. All tracts and public roads being dedicated to the City shall be specifically mentioned in the dedication.

7. Two (2) copies of the Mitigated Determination of Non-significance (MDNS), if applicable.
8. Two (2) copies of the preliminary short subdivision approval. Please note, the preliminary conditions of approval for short subdivisions are not required to be printed on the plat.
9. One (1) copy of water purveyor and/or sewer district approval letter for non-City of Kent service.
10. Certification by the Public Works Department that all improvements have been installed in accordance with the requirements of these regulations, or certain improvements have been deferred according to KCC 12.04.205 (D), deferred improvements (i.e. bill of sale and/or bonds as applicable).
11. Two (2) copies of a current plat certificate or title report from a title insurance company, produced no more than 45 calendar days prior to final plat application, that documents the ownership and title of all interested parties in the plat, subdivision, or dedication and that lists all liens and encumbrances. The legal description in the title report shall be identical to the legal description on the face of the plat. The City reserves the right to require updates of the certificate or title report at any time prior to signing the final plat by the short subdivision committee chairman.
12. One (1) copy of printed computer plot closures on all lots, streets, alleys and boundaries.
13. One (1) copy of any restrictive covenants as may be used in the short subdivision.
14. One (1) copy of any bylaws for a Home Owner's Association, if created.
15. If any utility companies and/or utility districts have existing easements within the proposed plat, the applicant or its assigns shall have these easements removed or shall have their rights subordinated to the City of Kent if they fall

within dedicated right-of-way or tracts for public use. Submit one (1) copy of appropriate documentation if applicable (i.e. easement release or language agreement).

16. One (1) copy of any deed or easement if required by the City as part of the conditions of approval, supported by a current title report issued within 45 days from the date of submission unless otherwise requested by the City.

All above items must be submitted at the time of application in order for the application to be accepted as complete.



Final Short Subdivision Application Instructions

Final Short Plat Application Process

Application Form

The applicant may submit a final short plat application at any time after the issuance of the preliminary short plat approval. However, final short subdivision approval will not occur until all of the required conditions of the preliminary short plat have been satisfied.

Provide clear and detailed information for all the required criteria on the application form, short plat and accompanying application materials. Submit the completed forms and supporting materials with the required number of copies and the appropriate fees to the Permit Center.

All items requested on the application and any other material that may be required by Planning Services must be submitted at the time of application in order for the application to be accepted.

Fees

A non-refundable application fee is required at submittal. See Fee Schedule for application fees. Make checks payable to the City of Kent.

Final Plat Review and Approval Process

After the final short plat application has been received, Planning Services shall forward copies to the Public Works Department and other appropriate departments for review. The applicant will be notified if additional information and/or changes are required.

All corrections shall be made to the final short plat mylar before the parties sign it. After the corrections are made and notarized signatures of all

property owners and owners of interest are obtained, the final mylar shall be submitted to Planning Services along with the corrected blueline of the final short plat.

Filing the Final Short Plat

Once approved, the final short plat mylar shall be signed by the Chairman of the City's Short Subdivision Committee. The City shall then file the final plat with the King County Recorder's office.

Expiration Date

If the short subdivision is not recorded within four (4) years of the date of preliminary short plat approval, the short subdivision shall be null and void. The final short plat must be approved by the City of Kent and submitted to King County for recording before the end of the four-year period.

Limitations on Further Subdivision

Any land subdivided under the requirements of the Short Subdivision regulations shall not be further divided for a period of five (5) years without following the procedures for a long subdivision pursuant to Section 12.04.600 et.seq. of the Kent Subdivision Code.

These instructions provide general information only and do not reflect the complete text of the permit process review. See the Kent City Code for complete text and requirements.

Any person requiring a disability accommodation should contact the City in advance for more information. For TDD relay service for Braille, call 1-800-833-6385, For TDD relay service for the hearing impaired, call 1-800-833-6388, or call the City of Kent at (253) 856-5725.