



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

**Planning Services**

# Subdivision (10 or more lots) Final Plat Application

*Please print in black ink only.*

Application Fee...See Fee Schedule

Application #: \_\_\_\_\_ KIVA #: \_\_\_\_\_  
OFFICE USE ONLY OFFICE USE ONLY

Plat Name: \_\_\_\_\_

Date Preliminary Subdivision Approved: \_\_\_\_\_

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: \_\_\_\_\_



# Subdivision Final Plat Submittal Requirements Checklist

## THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A SUBDIVISION (10 OR MORE LOTS) FINAL 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 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 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 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 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 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 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 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. Certification of approval to be signed by King County Treasurer.
  6. Certification of approval to be signed by the City Finance Director.
  7. Certification of approval to be signed by the City Engineer.
  8. Certification of approval to be signed by the Planning Manager.
  9. Dedication or Declaration Statement. All tracts and public roads being dedicated to the City shall be specifically mentioned in the dedication.

10. Two (2) copies of the Mitigated Determination of Non-significance (MDNS).
11. Two (2) copies of the Hearing Examiner's decision.
12. One (1) copy of water purveyor and/or sewer district approval letter for non-City of Kent service.
13. 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).
14. 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.
15. For property held by a corporation, trust or LLC, authorization to sign documentation subject to the requirements of Development Assistance Brochure DAB 1-1A is required. The DAB can be accessed at [KentWA.gov](http://KentWA.gov), under the 'Doing Business' tab. Click on Permit Center, Permit Applications and Check Lists, Development Engineering Forms & Development Assistance Brochures.
16. One (1) copy of printed computer plot closures on all lots, streets, alleys and boundaries.
17. One (1) copy of any restrictive covenants as may be used in the subdivision.

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

## **Final Plat Application Process**

### **Application Form**

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

Provide clear and detailed information for all the required criteria on the application form, 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 the Planning Services must be submitted at the time of application in order for the application to be accepted.

### **Fees**

A nonrefundable application fee is required at submittal. See Fee Schedule for application fees. Checks should be made payable to the City of Kent.

### **Final Plat Review and Approval Process**

When the final plat application is 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 subdivision plat before the parties sign it. After the corrections are made and signatures of all property owners and owners of interest are obtained, the final plat shall be submitted to Planning Services.

## **Filing the Final Subdivision**

Once approved, the final plat will be signed by the City Engineer, Planning Manager, and City Finance Director. The City shall file the final plat with the King County Recorder's Office.

### **Expiration Date**

Subdivision preliminary plat approval is valid for that time specified in RCW 58.17, plus one year. During this time the plat shall be recorded or the approval will lapse and become void.

In the case of a phased subdivision, final plat approval by the city council of any phase of the subdivision will constitute an automatic one (1) year extension for the filing of the next phase of the subdivision.

**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.