

Final Plat Checklist and Application

Final plat means the final drawing of the subdivision and dedication prepared for filing for record with the county auditor, or other appropriate county official, and containing all elements and requirements set forth in this title and in all applicable state laws.

Initial Consultation:

If the proposed plat or subdivision is approved, the subdivider, before requesting final approval, shall furnish the town with the plat or subdivision bond as provided for in Hunts Point Municipal Code 17.20.120. Upon receipt of the final plat and supporting data, the town engineer shall determine as soon as possible the amount of the plat bond and notify the subdivider or his engineer in writing.

Submittal, Preparation and Fee:

The final plat shall be prepared by a registered professional engineer or land surveyor. It shall be on mylar 18 inches by 24 inches drawn to a scale between one inch equals 50 feet and one inch equals 20 feet, unless an alternate scale is authorized by the town engineer. The application and plat shall be accompanied by the fee as set forth by resolution.

Applicable Code Titles:

Hunts Point Comprehensive Plan and Sensitive Area Ordinance
Hunts Point Municipal Code (HPMC) Title 12; Public Ways
HPMC Title 13; Public Utilities
HPMC Title 15; Building and Construction
HPMC Title 16, Environment
HPMC Title 17, Subdivisions
HPMC Title 18; Zoning

General Requirements (1 original copy of each item is required):

If an item is not applicable, attach explanation.

- Completed general application form
- Proof of agency and hold harmless agreement form
- Deed/title report
- The applicable fee(s)
- A water availability certificate and a sewer availability certificate are required. Contact the City of Bellevue Utilities Department for the current edition of the Availability Certificate Request form which is to be completed and submitted with your application.
https://development.bellevuewa.gov/UserFiles/Servers/Server_4779004/File/pdf/Development%20Services/forms_availability_certificate.pdf



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- Record sales tax under #1713 Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue

General Requirements (1 original copy of each item is required and five (5) blueprints):

If an item is not applicable, attach explanation.

Contents of final plat. The final plat shall not deviate from the approved preliminary plat layout and shall include the following:

- The name of the proposed plat or dedication.
- The exact legal description of the property (must be identical to the legal description of the certificate of plat issued by the title insurance company).
- The boundary line with accurate distances and bearings, locations and widths of all existing and previously recorded rights-of-way approaching and intersecting the boundaries of the plat or dedication shown in referenced to the United States Coast and Geodetic Survey datum or the plan coordinate system for the state of Washington and those data prescribed by the town engineer.
- Lot and block numbers, street names and layout, house numbers, exact dimensions of all lots, streets and easements, including lengths of arcs, turning angles and tangents.
- Date, scale and true north point.
- Accurate location of all monuments. One such monument shall be located at each street intersection, and at locations to complete a continuous line of sight and at such locations as may be required by the town engineer.
- The boundary line of all public parks, playgrounds and public rights-of-way contained in said plat or dedication.
- If the subdivision is subject to a dedication, a certificate or separate written instrument shall contain the dedication of all streets and other areas to the public in conformance with RCW 58.17.165.
- Certification by a registered land surveyor in conformance with RCW 58.17.25



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- Space shall be provided on the plat for certifications and approvals required by RCW 58.17.160.

Submittal: At the time of submittal the plat must have the dedications and signatures of the owner or owners (as shown in the certificate of plat) and the signature and seal of the engineer preparing the same. The final plat the following shall be submitted:

- Final storm drainage plans;
- Final profile and section prints of all streets;
- Complete field and computation notes showing original or reestablished corners with descriptions of the same, true bearings and distances to establish right-of-way lines and monuments, turning angles, points of curvature, length of tangents, closure and methods of balancing with corners and distances of the plat or dedication. Allowable error of closure shall not exceed 0.02 of one foot in preparation of the final plat.

Utility plans:

- Final sewer, water and underground service plans must be submitted to the town engineer for approval prior to actual construction of these utilities. If any changes are made during the installation, the revised drawings showing the exact location of the utilities must be furnished. All utilities, sanitary sewers and storm drains installed in streets shall be constructed prior to the surfacing of such streets. Service connections for all utilities and sanitary sewers shall be laid to each lot in the subdivision so as to obviate the necessity for disturbing the street improvements when service connections thereto are made.

Bond – Filing:

- In order to assure completion of all improvements within the plat, the subdivider shall file a plat bond in favor of the town of Hunts Point in such amount as shall be specified by the town engineer, in accordance with the following requirements:
- All bonds of \$2,500 or less shall be in the form of cash or certified check deposited with the town treasurer;
- Where the amount of the required bond is more than \$2,500 the subdivider shall deposit with the town treasurer a minimum of \$2,500 or five percent of the total amount of the required bond, whichever is greater, in the form of cash or certified check, and the balance of said bond requirement may be in the form of a surety bond;



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- Said bond and/or deposit shall be filed as a guarantee that the subdivider will, within 18 months from date of acceptance of the final plat, complete all improvements in accordance with the requirements of the town of Hunts Point and to the satisfaction of the town engineer. Said bond or deposit shall be subject to forfeiture at the discretion of the town council if said improvements are not completed within the aforescribed 18-month period, provided that said forfeiture shall apply only to the extent of funds necessary to complete said improvements as required herein. Cash and/or certified checks shall be held in escrow pending the satisfactory completion of the required work within the 18-month period. The town engineer may authorize the release of portions of said funds to the subdivider in accordance with a prearranged progress schedule. One year after (a) completion of all right-of-way improvements and (b) all monuments have been properly placed according to town standards and approved by the town engineer, the road bond or balance of funds held in escrow shall be released to the subdivider. During said one-year period all funds on deposit shall be subject to use by the town for the purpose of repairing defects in the construction work which may develop or become evident within said right-of-way improvements, provided, the town shall not use said funds until the town engineer has first given written notice to the developer of said defect and work toward correction thereof has not been commenced with 10 day of the date of said notice.

Title Insurance Company Certification:

- Include a certificate of plat from a reputable title insurance company giving the legal description and showing the title and interest of all parties in the plat or dedication.

Town Council Review:

- Upon receipt of the final plat, the town council shall examine the contents of said plat and receive reports from the town engineer, town planner, and the agency responsible for sewer and water utilities to determine whether the plat complies with all of the requirements of this title and other applicable ordinances and state statutes.
- In the event the final plat is not in proper form or does not comply with the provisions of preliminary plat approval the town council shall disapprove the final plat and the subdivider shall be promptly advised of said decision.



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- If the town council finds that the proposed subdivision is in conformity with the provisions of preliminary plat approval, the town council shall approve the final plat and direct the mayor to execute written approval which shall be suitably inscribed on the final plat, subdivision, or dedication.
- Approval by the town council shall be on the condition that the plat be filed in the office of the director of records and elections within 30 days after the date of approval.
- Subsequent to approval of the plat by the town council, the subdivider shall obtain the county treasurer's signature on the plat.

Recording:

- Original of the final plat shall be filed in the office of the elections of records and elections by the subdivider. Two copies thereof shall be furnished to the office of the King County assessor. The mylar shall then be delivered to the town.
- After the director of records and elections has received and filed the final plat, it shall be known as an authorized plat or dedication of the land as provided by the laws of the state of Washington.
- If the final plat has been approved under plat bond, the subdivider may then may application for such permits from the local officials as are necessary to proceed with the development of the subdivision.



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General Permit Application

RECORD SALES TAX UNDER #1713 Town of Hunts Point

ACCEPTED: _____ DATE: _____
 ISSUED: _____ DATE: _____

APPROVED: _____ DATE: _____
 APPROVED: _____ DATE: _____
 APPROVED: _____ DATE: _____
 APPROVED: _____ DATE: _____

FOR STAFF USE ONLY
 Permit #: _____
 Expiration: _____

PERMIT TYPE:

- | | | |
|---|--|---|
| <input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation | <input type="checkbox"/> Demolition | <input type="checkbox"/> Special Use |
| <input type="checkbox"/> Building | <input type="checkbox"/> Shoreline Substantial Development | <input type="checkbox"/> Subdivisions (Short & Major) |
| <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Site Development | <input type="checkbox"/> Tree Removal |

Property Address: _____ Lot #: _____ Zone: _____

Owner Information:

Name: _____ Phone: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

Agent Information:

Name: _____ Phone: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

Architect/Designer Information :

Name: _____ Phone: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

Contractor Information:

Name: _____ Phone: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

License: _____ Expiration: _____ Tax #: _____

Property Legal _____

Assessor's Parcel #: _____

Description of project or use (if further space is needed, please attach explanation):

Square Footage: _____

- Repair Addition Alteration Replacement Conversion New Construction

OWNER(S) ACTING ON BEHALF OF THE OWNER(S) AND I CERTIFY UNDER PENALTY OF PERJURY THAT I AM THE OWNER OF THE ABOVE PROPERTY OR THE DULY AUTHORIZED AGENT OF THE THAT ALL INFORMATION FURNISHED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT. I FURTHER CERTIFY THAT ALL APPLICABLE FEDERAL, STATE, COUNTY, AND TOWN OF HUNTS POINT REQUIREMENTS FOR THE WORK AUTHORIZED BY THIS PERMIT WILL BE MET.

VALUATION: \$ _____

IS WORK WITHIN 200 FEET OF LAKE WASHINGTON HIGH WATER LINE?

- YES NO

SIGNATURE: _____

DATE: _____

- OWNER AGENT

PLAN REVIEW DEPOSIT: \$	_____	.	_____
RECEIPT: _____	BY: _____		
DATE :	_____		
PLAN REVIEW FEE	\$	_____	.
PERMIT FEE	\$	_____	.
INSPECTION DEPOSIT	\$	_____	.
OTHER CHARGES	\$	_____	.
STATE BUILDING FEE	\$	_____	.
LESS FEES PAID	\$ (_____)		
TOTAL	\$	_____	.
RECEIPT: _____	BY: _____		
DATE: _____			



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Proof of Agency/Hold Harmless Agreement

PROPERTY ADDRESS: _____

PERMIT TYPE: _____ PERMIT NUMBER: _____

Proof of Agency

A proof of agency is required for the acceptance of any permit where the permit applicant ("agent") is not the recorded owner of the property ("owner"). If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question.

Owners who apply for permits on their own behalf do not need to complete this form. **All other applicants must fully complete this form, including the owner's signature, before the Town of Hunts Point will process any application documents.** Each separate application must include an original, fully executed, Proof of Agency/Hold Harmless Agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of <small>(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)</small>			
the above-referenced property, hereby authorize the person or entity outlined below (the "agent") to act as my sole agent regarding the above-referenced property, and further stipulate that the agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.			
_____ (Signature of Property Owner/Chief Executive)		_____ (Date)	
_____ (Contact Address)	_____ (City)	_____ (State)	_____ (Zip Code)
_____ (Phone)	_____ (Email)		

To BE COMPLETED BY AGENT:

_____ (Print Name of Agent)		_____ (Title)	
_____ (Contact Address)	_____ (City)	_____ (State)	_____ (Zip Code)
_____ (Phone)	_____ (Email)		



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Hold Harmless Agreement

A hold harmless agreement is required for the acceptance of any permit, and must be signed by the property owner. If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question. There are no permits or circumstances under which the town will accept an application without an executed hold harmless agreement.

TO BE COMPLETED BY OWNER:

I, _____, as the owner of
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)
the above-referenced property, I hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, agents and employees, and to indemnify them from all liability, loss and expense, including reasonable attorneys fees, that the Town of Hunts Point, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the Town of Hunts Point relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspection and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

(Signature of Property Owner/Chief Executive)

(Date)

(Contact Address)

(City)

(State)

(Zip Code)

(Phone)

(Email)



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Fee Schedule - Permits

Boundary Line Adjustment and Lot Consolidation	\$500.00 plus any additional charges incurred
Building Permit (new construction, remodels and any structure having a floor area measurable in square feet)	See Table A
Building Permit (for additions and remodels not measured in square feet)	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	Based on number of inspections anticipated by Building Official
➤ State Building Code Fee	\$6.50
Conditional Use Permit	\$500.00 plus any additional charges incurred
Demolition	\$250.00 plus any additional charges incurred
Fire Marshal Review	Bellevue Fire Department fee
Heavy Truck Fee	1% of the total valuation of the project
Mechanical	
➤ In-Kind Replacements	See Table C
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Plumbing	
➤ In-Kind Replacements	See Table D
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Pre-Application Meeting (for new construction or remodel valued at \$25,000.00 or greater)	\$500.00
Reconsiderations/Appeals	\$500.00 plus any additional charges incurred
Right of Way Use	\$250.00 plus any additional charges incurred
SEPA Review	\$500.00 plus any additional charges incurred
➤ EIS review/assessment	\$500.00 plus any additional charges incurred
Shoreline Substantial Development	\$500.00 plus any additional charges incurred
Shoreline Substantial Development Exemption	\$250.00 plus any additional charges incurred
Site Development	\$500.00 plus any additional charges incurred
Special Use Permit	\$500.00 plus any additional charges incurred
Street Cleaning	\$3,000 deposit (May be required)
Subdivision	
➤ Short Plat (4 or less lots)	\$2,500.00 plus any additional charges incurred
➤ Preliminary Plat	\$2,500.00 plus any additional charges incurred
➤ Final Plat	\$2,500.00 plus any additional charges incurred
Telecommunication Permit Application Fee	\$2,500.00 applied toward Town's cost
Tree Removal Permit	\$50.00 plus any additional charges incurred
Variance	\$500.00 plus any additional charges incurred



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Fee Schedule - Consultants and Miscellaneous

Consultation with Town's Building Official, Planner, Engineer or Arborist	Fees charged to the Town for services rendered to a resident, other person or firm will be passed on to that resident, other person or firm based on the actual cost to the Town unless related to the original plan review.
Public Hearing before the Hearing Examiner	Fees charged to the Town for services rendered to a resident, other person or firm by the hearing examiner to conduct a public hearing and make findings, conclusions and decisions will be passed on to that resident, other person or firm based on the actual cost to the Town.
Miscellaneous Fees:	
➤ Copies:	Copies of ordinances or codes made at Town Hall: no charge.
➤ Copies of town records, zoning maps, plats, short plats, or other land-use records:	Copies made at Town Hall: \$0.15 per page.
➤ For copies that cannot be made at Town Hall (e.g. large format records):	Actual fees charged by the vendor will be passed on to the person requesting the copying.
NSF Check	Town fee: \$25.00 plus actual bank charge.
Notary Fee:	No charge to residents.
Special Event Permit Fee:	Town fee of \$500.00 plus any additional charges incurred by the Town for services related to the permit.
Town Hall Rental Fee:	The standard rental fee of \$10.00 per hour and a deposit of \$250.00 will be collected from any person or organization seeking to rent meeting space at Town Hall. The cleaning deposit is refundable after conclusion of the rental event. Any charges incurred by the Town for cleaning or repairs necessitated by and specifically attributable to the event will be deducted from the deposit, and any remaining balance will be refunded to the renter. The renter will remain liable for any repairs for cleaning costs that exceed the \$250.00 rental deposit.
Attorney's Fees:	Fees charged to the Town for services rendered to a resident, other person, or firm that were not authorized in advance by the Council will be passed on to that resident, other person, or firm.
Milfoil:	Fee: \$375.00 per lot per year



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