



3000 Hunts Point Road  
Hunts Point, WA 98004-1121  
**CONTRACTORS:**  
425.455.1834  
email: [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov)

## APPLICANTS AND

Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

## FINAL PLAT SUBDIVISION APPLICATION INSTRUCTIONS

Welcome to the Hunts Point final plat subdivision application process. Final plat means the final drawings and dedication prepared for filing for record with the county official, and containing all elements and requirements set forth in this title and in all applicable state laws and the Hunts Point Municipal Code, Title 17.25 (HPMC).

### [Fee Schedule - Hunts Point, WA \(huntspoint-wa.gov\)](https://huntspoint-wa.gov/fee-schedule)

- 1. INITIAL CONSULTATION:** If the proposed plat or subdivision is approved, the subdivider shall furnish the town with the plat or subdivision bond as provided for in the HPMC, Title 17.20.120, before requesting final approval. Upon receipt of the final plat and supporting documentation, the town engineer shall determine the amount of the plat bond.
- 2. FINAL PLAT** shall be prepared by a registered professional engineer or land surveyor.
- 3. REVIEW WHICH DOCUMENTS YOU WILL NEED:**
  - Complete Application
  - Proof of Ownership: Deed, Title Report, Sale Agreement or King County parcel viewer information showing ownership
  - Water and sewer availability certificates as required from the City of Bellevue Utilities Department [https://bellevuewa.gov/sites/default/files/media/pdf\\_document/forms\\_availability\\_certificate.pdf](https://bellevuewa.gov/sites/default/files/media/pdf_document/forms_availability_certificate.pdf)
- 4. CONTENTS OF FINAL PLAT:** Shall not deviate from the approved preliminary plat layout and include the following:
  - Name of proposed plat or dedication.
  - Exact legal description of the property (must be identical to the legal description of the certificate plat issued by the title insurance company).
  - 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 reference to the United States Coast and Geodetic Survey datum or the plane coordinate system for the state of Washington and those date prescribed by the tow engineer.
  - Lot and block numbers, street names and layout, house numbers, exact dimensions of all lots, streets and easements, including lengths of arc, 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 such 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 a 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 58.17.250.
  - Space shall be provided on the plat for certifications and approvals required by RCW 58.17.160.

## TOWN OF HUNTS POINT

5. **FEES:** The application for review of the final plat shall be accompanied by the fee.
6. **SUBMITTAL:** The final plat and supporting documents shall be submitted to the town at least two weeks prior to the time tentative approval is desired. The plat shall have the dedications and signatures of the owner(s) (as shown on the certificate of plat) and the signature and seal of the engineer preparing the same:
  - The final plat shall be submitted with the final storm drainage plans.
  - Final profile and section prints of all streets.
  - Complete field and computation notes showing original or established corners with descriptions of the same, true bearings and distances to establish right-of-way lines and monuments, turning angles, points of curvature, lengths 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.
7. **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.
8. **BOND – Amount determination.** 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.
  - Where the amount of the required bond is more than \$2,500 the subdivider shall deposit with the town 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.
  - Said bond and/or deposit shall be filed as a guarantee that the subdivider 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 afore described 18-month period, 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 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 days of the date of said notice.

## TOWN OF HUNTS POINT

**9. TITLE INSURANCE COMPANY CERTIFICATION:** The application shall 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.

### **10. 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.
- If the town council finds that the proposed subdivision is in conformity with the provision 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.

**11. PAYMENT OF TAXES AND SPECIAL ASSESSMENTS:** Subsequent to approval of the plat by the town council, the subdivider shall obtain the county treasurer's signature on the plat.

### **12. RECORDING:**

- The original of the final plat shall be filed in the office of the director of records and elections by the subdivider. [Record a document - King County](#) After recording, return a copy 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 make application for such permits from the local officials as are necessary to proceed with the development of the subdivision.



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## FINAL PLAT CHECKLIST

A valid and complete final subdivision application is required. This project will be vested to the applicable ordinances in effect at the time of permit application acceptance.

- \_\_\_\_\_ Application for final plat
- \_\_\_\_\_ Fee
- \_\_\_\_\_ Scale: prepared by registered professional or land surveyor
- \_\_\_\_\_ Name of proposed plat or dedication
- \_\_\_\_\_ Exact legal description
- \_\_\_\_\_ Boundary line with accurate distances and bearings
- \_\_\_\_\_ Location and widths of all existing and previously recorded rights-of-way
- \_\_\_\_\_ 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
- \_\_\_\_\_ Monuments located at each street intersection, and locations to complete a continuous line of sight
- \_\_\_\_\_ Boundary line of all public parks, playgrounds and public right-of-way contained in plat or dedication
- \_\_\_\_\_ If subject to dedication, a certificate or separate written instrument in conformance with RCW 58.17.165
- \_\_\_\_\_ Certification by registered land surveyor in conformance with RCW 58.17.250
- \_\_\_\_\_ Space provided on plat for certification and approvals required by RCW 58.17.160
- \_\_\_\_\_ Submittal with supporting data
- \_\_\_\_\_ Final storm drainage plans
- \_\_\_\_\_ Final profile and section prints of all streets
- \_\_\_\_\_ Complete field and computation notes showing original and reestablished corner with descriptions
- \_\_\_\_\_ True bearings and distances to establish right-of-way line and monuments
- \_\_\_\_\_ Turning angles, points of curvature, length of tangents, closure, and methods of balancing with corners and distances of plat or dedication
- \_\_\_\_\_ Utility plans – final sewer, water, and underground service plans
- \_\_\_\_\_ Bond
- \_\_\_\_\_ Title insurance company certification (certificate of plat)



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## PDF FILE FORMAT REQUIREMENTS

To maintain consistency, all documents submitted electronically must be in PDF file format. This document lays out the minimum requirements for a PDF file.

### File size and type requirements

- Document must be in Portable Document Format (PDF)
- Individual file sizes should not exceed 200 MB
- Security settings must be unrestricted PDF/A (archival) format is not acceptable.

### Drawing Requirements

- Combine all plan set pages into one PDF document
- Sets over 150 pages must be broken into volumes. Each volume requires a cover sheet with index.
- Orient all sheets so the top of the page is at the top of the screen
- All sheets must be the same size (do not combine 24" x 36" sheets with 8 ½ x 11")
- Each PDF page label must match the sheet number of the page.

### PDF Bookmarking

- Plan sets must be fully bookmarked with sheet number and name, grouped by discipline.

### Flatten Markups

- All components of the plans including lines, stamps and signatures must be flattened before submittal.

### Supplemental Documents Requirements

- Each supplemental document must be uploaded as a separate PDF
- One PDF file per document (do not upload as a separate PDF)
- Every page must be oriented so the top of the page is at the top of the screen
- The PDF page labels must match the page number of the actual document.
- Whenever possible, export the PDF from the original source (do not scan).

### Font Type and Size

- All text should be easily readable when printed. Clarity must be equivalent to or better than the theme fonts, Arial, Gill Sans or Tahoma. Font size should be minimum 10 pt.

### Scanned Documents

PDF documents produced by scanning paper documents are inherently inferior to those produce from electronic sources and the document file size is greatly increased.

Paper documents should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. Scanning should be done at a minimum of 150 dpi and a maximum of 330 dpi to balance legibility and file size. All pages must be properly labeled and orient so the top of the page is at the top of the computer screen. If your software supports OCR (Optical Character Recognition), please run it. Upside down and sideways scans will not be accepted.



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## **ELECTRONIC PERMIT SUBMITTAL**

The Town of Hunts Point is now accepting all plans electronically to facilitate review times and reduce reprographic costs.

### **INITIAL SUBMITTAL**

1. All documents are to be submitted electronically to [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov). Your permit fee will be required before drawings can be uploaded to the permit tracking program for review.
2. All documents listed on the permit checklist will be required to be uploaded with your submittal.
3. Documents must be in PDF format and security setting must allow reviewer editing.
4. Electronic drawings must be submitted, not scans of drawings.
5. All drawing sheets must have page number and title so that reviewers can easily move through the plans.
6. Structural calculations should be broken down into subheadings, such as general, gravity, and lateral.
7. All drawings should be included in a single PDF, however, other support documents such as calculations, reports, worksheets, etc. must be included in separate PDFs.
8. As the plans are being reviewed, the reviewer will notify the applicant by email of any changes that need to be made.

### **RESUBMITTING**

1. When resubmitting a document, the applicant needs to include the entire document, not just revised sheets.
2. The applicant must cloud all revisions.
3. All revisions the applicant makes to the documents must be permanently incorporated into the submitted documents before resubmitting.

### **PLANS APPROVAL**

1. When all reviews are complete and approved, the Town will have your drawings and necessary support documents ready to be issued.
2. The applicant will be notified by the Deputy Clerk of the fees that need to be paid before the permit(s) can be issued.
3. After the fees have been paid, the Deputy Clerk will send the applicant the plans and supporting documents to print out and post on site until completion of the project.



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**PERMIT APPLICATION**

ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_ APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
 APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
 ISSUED \_\_\_\_\_ DATE \_\_\_\_\_ APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

FOR STAFF USE ONLY	
Permit #	_____
Expiration	_____

**PERMIT TYPE:**

Building Permit       Plumbing Permit       Site Development Permit  
 Demolition Permit       Shoreline Substantial Development Permit       Tree Removal Permit  
 Mechanical Permit       Shoreline Substantial Development Exemption Permit       Other \_\_\_\_\_

Property Address \_\_\_\_\_ Zone \_\_\_\_\_

**Owner Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Agent Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Architect/Designer Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Contractor Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 License \_\_\_\_\_ Expiration \_\_\_\_\_ Tax # \_\_\_\_\_  
 Assessor's Parcel # \_\_\_\_\_ Property Legal \_\_\_\_\_

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

Valuation \$ \_\_\_\_\_ Square Footage \_\_\_\_\_  
 Repair     Addition     Alteration     Replacement     Conversion     New Construction

I CERTIFY UNDER PENALTY OF PERJURY THAT I AM THE OWNER OF THE ABOVE PROPERTY OR THE DULY AUTHORIZED AGENT OF THE OWNER(S) ACTING ON BEHALF OF THE OWNER(S) AND 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.

IS WORK WITHIN 200 FEET OF LAKE WASHINGTON  
 ORDINARY HIGH WATER LINE?  
 YES       NO

SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_  
 OWNER     AGENT

**NOTE:** All costs from actual staff/consultant time will be billed to applicant.

PLAN REVIEW DEPOSIT \$	_____
RECEIPT _____ BY _____	
DATE _____	
PERMIT FEE	\$ _____
INSPECTION DEPOSIT	\$ _____
HEAVY TRUCK FEE	\$ _____
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 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.

**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, 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 Number Email Address



# TOWN OF HUNTS POINT

## TO BE COMPLETED BY AGENT

Print name of Agent	Signature of Agent	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		

## 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 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, officials, boards, commissions, authorized agents, representatives, and employees, and to indemnify them from any action or claim for injury, damage, settlement, proceeding, judgement, liability, loss, cost or expense, including court and appeal costs and attorneys' fees and expenses, arising from any acts, errors, or omissions, including all damages in any way arising out of, or by reason of, any construction, excavation, erection, operation, maintenance, repair or reconstruction, or any other act 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), inspections, 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.**

Print Name of Property Owner/Chief Executive	Signature of Property Owner/Chief Executive	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		