

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/permits-and-inspections/permits-and-forms/forms-and-publications>



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834.
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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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