



# SHORT PLAT APPLICATION FINAL

PLANNING  
DIVISION  
4800 S 188<sup>th</sup> St  
SeaTac, WA 98188  
206-973-4750

## DEFINITION AND PURPOSE:

A short subdivision (short plat) is the division of one contiguous parcel into four (4) or fewer lots.

The purpose of a short plat is to divide land according to minimum standards in order to promote and protect the physical well being of the City of SeaTac. This includes ensuring adequate circulation patterns, and insuring adequate light and air. It also means providing for adequate utility improvements such as a distribution system for water, a sanitation system for safe waste disposal, and storm drainage system to protect flooding and erosion.

## CONDITIONS FOR APPROVAL:

The **applicant** must show that the final short plat complies with all conditions of preliminary short plat approval, in addition to all municipal code regulations in effect at time of application, which may include, but is not limited to:

1. The proposed lots must conform to the Comprehensive Plan and Zoning Ordinance criteria.
2. The proposed lots are served with adequate means of access for vehicles, utilities, fire protection, drainage, water supply and means of sanitary sewage disposal.
3. The public use and interest will be served by permitting the proposed division of land.
4. A survey and legal description of the proposed lots are completed by a registered land surveyor and submitted to the City.
5. No existing building or structure is made sub-standard or non-conforming in any respect upon approval and recording of the final short plat.

## SUBMITTAL:

**Final Short Plat Drawing Required Content:** (See attached example)

**FINAL SHORT PLAT FEE:** [CLICK HERE FOR FEE SCHEDULE](#)  
or find fee schedule at: [www.ci.seatac.wa.us/feeschedule](http://www.ci.seatac.wa.us/feeschedule)

**Please submit all of the items listed on the Checklist included in this application.**

***Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW 36.70A.440.***

# FINAL SHORT SHORT PLAT APPLICATION

**File No:** \_\_\_\_\_

**Parcel No:** \_\_\_\_\_

1. **PROPERTY OWNER:** (If there are more owners, attach an additional sheet with names, addresses, contact information and signatures)

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. **DESIGNATED CONTACT PERSON:** (The person who will receive and disseminate all correspondence from the City)

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. **SURVEYOR:**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

4. **ENGINEER:**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_

**5. PROJECT ADDRESS:**

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

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ City State Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**6. PROJECT PROPERTY INFORMATION:**

Zone: \_\_\_\_\_ Current Lot Size (Sq. Ft.): \_\_\_\_\_

Proposed Size (Sq. Ft.): Lot 1: \_\_\_\_\_ Lot 2: \_\_\_\_\_

Lot 3: \_\_\_\_\_ Lot 4: \_\_\_\_\_

Source of Water: \_\_\_\_\_

Sewage Disposal: \_\_\_\_\_

Statement of existing drainage conditions of site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Statement of soils type and condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I CERTIFY THAT THE INFORMATION FURNISHED BY ME AS PART OF THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

**PROPERTY OWNER(s):**

\_\_\_\_\_  
**Signature** **Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature** **Printed Name**

\_\_\_\_\_  
**Date**

**CHECKLIST FOR THE**  
**COMMUNITY AND ECONOMIC DEVELOPMENT**  
**FINAL SHORT PLAT APPLICATION**

<b>LAYOUT</b>		<b>Applicant</b>	<b>Staff</b>
1	Six Final Plat paper copies for review. Final Short Plat drawn on an 18" x 24" sheet with a 2" margin on the left edge and one-half inch margin on the other edges to an appropriate (20, 30, 40, or 50:1) engineering scale and stamped by a professional Land Surveyor registered in the State of Washington.		
<b>SIGNATURES, BLOCKS, AND STAMPS</b>		<b>Applicant</b>	<b>Staff</b>
2	Final Short Plat name and File Number Block in upper left hand corner.		
3	Surveyor's Certification, date and stamp shown on drawing. (RCW 58.09.080)		
4	Surveyor's name and address block shown on drawing.		
5	King County Recorder's Signature Block located on the bottom or right edge of the map. (WAC 332-130-050)		
6	City of SeaTac Approval Signature Blocks for The Department of Community and Economic Development and Engineering Review Division and date.		
7	Notary declaration, date and stamp certification of property owner's signature(s).		
8	Electronic copies of the City Block can be obtained by contacting the Engineering Review Division at 206-973-4750.		
<b>NAMES AND ADDRESSES</b>		<b>Applicant</b>	<b>Staff</b>
9	Name of Property Owner and Final Short Plat Address shown.		
<b>LEGAL DESCRIPTION</b>		<b>Applicant</b>	<b>Staff</b>
10	Legal descriptions for the proposed lots and easements shown.		
11	The legal description of the land to be subdivided will be shown on the Final Short Plat Mylar the same as the Title Report.		
<b>DEDICATION STATEMENT</b>		<b>Applicant</b>	<b>Staff</b>
12	Dedication statement giving full and correct description of the lands divided as they appear on the short plat, including a statement that the short plat has been made with the free consent and in accordance with the desires of the owners. (RCW 58.17.165)		

13	Dedication statement (including owner's acknowledgement) and property owner signature lines with names under the signature line(s) and date.		
<b>EASEMENTS, RIGHT OF WAY, AND BUILDABLE AREA</b>		<b>Applicant</b>	<b>Staff</b>
14	Existing public rights-of-way with name, width and surface type shown.		
15	Existing easements shown with recording numbers.		
16	The face of the Short Plat containing a private road easement bears the Statement: <b>“Warning: The City of SeaTac has no responsibility to build, improve, maintain, or otherwise service the private roads contained within, or providing service to, the property described in this plat.”</b>		
<b>TREES AND MONUMENTS</b>			
17	Location of all significant trees proposed to be saved. (See SMC15.10.605 for definition)		
18	All found monuments (description, type, and size) are labeled and referenced to an existing County Survey and/or Survey of Record.		
19	Legend showing symbols for monuments found and survey makers and monuments set shown.		
20	All monuments have been installed prior to the recording of the final short plat and tied to Section Monuments.		
<b>TEXT</b>		<b>Applicant</b>	<b>Staff</b>
21	Quarter Section Vicinity Map showing Section Number and plat site.		
22	Numerical Scale, graphic scale and north arrow shown on drawing.		
23	Section, Township, and Range shown on drawing.		
24	A lot number system and a house address system shall be provided by the municipality for short subdivisions and the house number(s) must be clearly shown on the short plat at the time of approval. (RCW 58.17.280)		
25	Datum as prescribed by the City Public Works Director.		
26	Short Plat closure calculations and field notes submitted by the Surveyor.		

<b>BEARINGS AND MEASUREMENTS</b>		<b>Applicant</b>	<b>Staff</b>
27	“Basis of Bearing” shown on drawing with bearings and distances on all lot sides.		
28	All curve information includes central angle (Delta), radius, tangent, length, length of arc, and long cord bearing and distance clearly shown.		
<b>OTHER MATERIALS</b>		<b>Applicant</b>	<b>Staff</b>
29	A printed computer plot closure, or demonstrated mathematical plot closure on all lots, streets, alleys, easements and boundaries submitted.		
30	One original “as built” engineering Mylar drawing for all improvements to the Final Short Plat with three (3) copies.		
31	All lot corners staked correctly on the ground prior to recording of the Final Short Plat.		
32	Deed legal description at variance with survey identified and submitted.		
33	Certification by the City of SeaTac Finance Department that all delinquent and current special assessments outstanding on property are paid in full.		
34	Certification by the King County Finance Department that all property taxes have been paid. (RCW 58.08.030-040)		
35	Short Plat Restrictive Covenants submitted to be recorded with Plat.		
36	Signed “Mutual Maintenance Agreement” for Roadway and Surface Water Drainage Facilities submitted for recording.		
37	Engineering Plan and storm drainage analysis, prepared by a licensed Professional Engineer, for the construction of the access roadway and Storm Drainage Facilities submitted.		
38	One year “Maintenance Bond” for streets and storm drainage submitted.		
<b>ADDITIONAL INFORMATION THAT MAYBE REQUIRED</b>		<b>Applicant</b>	<b>Staff</b>
39	Short Plat restrictive covenants submitted to be recorded with Plat.		
40	“Mutual Maintenance Agreement” for private road submitted for recording.		

41	"Maintenance Agreement" for Roadway and Surface Water Drainage Facilities submitted for recording.		
42	Storm drainage improvements shall be installed pursuant to Chapter 12.10 SMC.		
43	One year "Maintenance Bond" for streets and storm drainage to be submitted at the completion of improvements.		
44	Two (2) copies of any documentation necessary to demonstrate the existence or installation of all sewer and water facilities necessary to adequately serve each approved lot and to demonstrate the intent of the applicable district or purveyor to serve the proposed plat. If a septic system on-site is proposed two (2) copies of the approved septic system by the King County Health Department shall be submitted.		
45	Two (2) copies of any documentation necessary to demonstrate that the present or planned water systems serving the property shall be able to supply adequate minimum water flow for fire fighting purposes. This documentation shall be approved by and presented in a form prescribed by the Fire Marshall.		