



PLANNING DEPARTMENT

Mailing Address: P.O. Box 39, Concrete, Washington 98237

Office Location: 45672 Main Street, Concrete, Washington

98237 Phone: (360) 853-8401

FINAL SHORT PLAT CHECKLIST:

		PERMIT TYPE:	
Applicant Checklist		Final Short Plat	Office Use Only
	SUBMITTAL REQUIREMENTS: The number indicates the number of copies for submittal (if applicable).		
	Master Permit Application (signed & notarized by all Landowners involved)	3	
	Application Fee	✓	
	Provide a Project Narrative describing how all the conditions of preliminary approval have been met and improvements installed.	3	
	Plat Certificate or Title Report (that is less than 30-days old)	3	
	Copy of deed(s) of all properties, easements, & other items of record included in the title report	3	
	Copy of approved Tree Preservation Plan, if required by Planning Department	3	
	Copy of approved Landscape Plan, if required by Planning Department	3	
	Copy of approved Grading Plan (show existing and proposed grading drawn at either 2 or 5 foot contour intervals) referenced to either the US Coast & Geodetic Survey System datum, etc. (noted on short plat which one is used)	3	
	Final copy of private covenants, conditions, or restrictions (CC&Rs) to be included in the deeds to the lots –if applicable	3	
	Lot Closure Calculations –submitted and signed by a Washington State licensed land surveyor	3	
	At time of submittal, provide Public Works Dept. with a digital copy (on a Flash Drive, or CD of your roadway, sanitary sewer, stormwater, and potable water improvements “ As-Built(s) ” Plan /Profile Drawings either in CAD or PDF format.	✓	
	Final Short Plat Map which includes the following items /information:	3	
	<ul style="list-style-type: none"> Final short plat maps submitted on sheets sized 18” x 24” with a 2” margin on the left side and 0.5” margin on all other sides. Additionally, include a reduced 11” x 17” map. 	✓	
	<ul style="list-style-type: none"> A survey of the subject property that is prepared by and bears the seal and signature of a registered professional land surveyor that’s licensed in the State 	✓	

	of Washington		
	<ul style="list-style-type: none"> • Engineer's scale graphically depicted and noted in text (i.e., 1"=10', 1"=20', etc.). Provide both graphic & bar scales used. 	✓	
	<ul style="list-style-type: none"> • North arrow & Legend 	✓	
	<ul style="list-style-type: none"> • Indicate date surveyed /drawn 	✓	
	<ul style="list-style-type: none"> • Title block on the lower right corner or bottom of the page with short plat name, surveying company contact information, drawing scale, sheet number, and quarter section location 	✓	
	<ul style="list-style-type: none"> • Vicinity map showing general vicinity for the project with subject property highlighted 	✓	
	<ul style="list-style-type: none"> • Name of Short Plat & Planning Department File Number 	✓	
	<ul style="list-style-type: none"> • List landowner name(s), parcel number(s), & site address on map 	✓	
	<ul style="list-style-type: none"> • Names, addresses, and phone numbers of developer, contacts, project engineer, and project surveyor 	✓	
	<ul style="list-style-type: none"> • Provide boundary lines of the parcel to be short platted, lot lines, block lines, right-of-ways, easements (public and private), tracts, and parcels with accurate bearings and distances, and line and curve tables (if necessary). 	✓	
	<ul style="list-style-type: none"> • Show previous subdivision of lots, blocks, streets, and easements with dotted lines. Show proposed lots lines with solid lines. 	✓	
	<ul style="list-style-type: none"> • Section; Township; and Range; W.M. 	✓	
	<ul style="list-style-type: none"> • Show the location, use, square footage, and ownership of any non-buildable tracts 	✓	
	<ul style="list-style-type: none"> • Show the location and square footage of proposed areas to be dedicated to the city for open-space, pedestrian pathways, parks, playgrounds, schools, water quality treatment facilities, detention ponds, etc. 	✓	
	<ul style="list-style-type: none"> • Show the location of all existing and required monuments and existing or established section corners and quarter section corners pertaining to the establishment of lot corners. 	✓	
	<ul style="list-style-type: none"> • Show the location, dimensions, and setbacks from property lines of all existing buildings or structures located on the subject property. Identify each building's use (house, barn, garage, etc.) on the subject property and adjacent to it. Indicate roof overhang lines for all structures along with the location of any decks, patios, and retaining walls. Indicate those structures to be removed. 	✓	
	<ul style="list-style-type: none"> • Show location of any existing or proposed public or private easements (with recording number noted), drain-fields, septic tanks, wells, utilities, driveways providing access to the lot, encroachments, & maintenance obligations for private easements. 	✓	
	<ul style="list-style-type: none"> • Provide a lot numbering system and house address system on the face of the short plat. 	✓	
	<ul style="list-style-type: none"> • Provide lot square footage /acreage for each of the proposed lots. 	✓	
	<ul style="list-style-type: none"> • Provide accurate legal descriptions of the land included in the short plat. 	✓	
	<ul style="list-style-type: none"> • Location, names, widths, and grades of both existing and proposed street along with the width of right-of-ways (ROWS). 	✓	

	<ul style="list-style-type: none"> On the face of the short plat, list the underlying zoning district, zone's minimum lot size, net acreage, gross acreage (which includes ½ the abutting ROW), zone's maximum permitted density, density calculation, & proposed number of lots. 	✓	
	<ul style="list-style-type: none"> Show zoning and city/county boundary lines, if applicable. 	✓	
	<ul style="list-style-type: none"> Show the location of all buffers and setbacks. 	✓	
	<ul style="list-style-type: none"> Identify the location of existing or proposed Native Growth Protection Easements (NGPE) within the short plat, if applicable. 	✓	
	<ul style="list-style-type: none"> Show on the face of the final short plat, those conditions of approval that are required to be noted on the short plat per the approved Findings of Fact. 	✓	
	<ul style="list-style-type: none"> Show the location of any critical areas and associated buffers (i.e., streams, wetlands, geologically hazardous areas/ steep slopes, fish & wildlife conservation areas, aquifer recharge areas, & floodplains) on the subject property or within 300 feet of it. 	✓	
	<ul style="list-style-type: none"> For shorelines within 200 feet of the subject property, indicate the underlying shoreline environment /designation and show the ordinary high-water mark (OHWM), setbacks from the OHWM to all structures, & location of any shoreline armoring located on the property. 	✓	
	<ul style="list-style-type: none"> Short Plat Dedication Statement, Owner Signature and Notary Block <p style="text-align: center;"><u>DEDICATION:</u></p> <p>KNOW ALL PEOPLE BY THESE PRESENTS that we, the undersigned owners of interest in the land hereby short subdivided, hereby declare this short plat to be the graphic representation of the short subdivision made hereby, and do hereby dedicate to the use of the public forever all streets and avenues not shown as private hereon and dedicate the use thereof for all public purposes not inconsistent with the use thereof for public highway purposes, and also the right to make all necessary slopes for cuts and fills upon the lots shown thereon in the original reasonable grading of said streets, and avenues, and further dedicate to the use of the public all the easements and tracts shown on this short plat for all public purposes as indicated thereon, including but not limited to parks, open space, utilities and drainage unless such easements or tracts are specifically identified on this short plat as being dedicated or conveyed to a person or entity other than the public in which case we do hereby dedicate such streets, easements, or tracts to the person or entity identified and for the purpose stated.</p> <p>Further the undersigned owners of the land hereby short subdivided waive for themselves, their heirs and assigns and any person or entity deriving title for the undersigned, any and all claims for damages against the Town of Concrete, its successors and assigns to which may be occasioned by the establishment, construction, or maintenance of roads and/or drainage systems within this short subdivision other than claims resulting from inadequate maintenance by the Town of Concrete.</p> <p>Further the undersigned owners of the land hereby short subdivided agree for themselves, their heirs and assigned to indemnify and hold the Town of Concrete, its successors and assigns, harmless from any damage, including any costs of defense,</p>	✓	

claimed by persons within or without this short subdivision to have been caused by alterations of the ground surface, vegetation, drainage, or surface or subsurface water flows within this short subdivision or by establishment, construction or maintenance of the roads within this short subdivision.

This subdivision, dedication, waiver of claims and agreement to hold harmless is made with the free consent and in accordance with the desires of said owners.

IN WITNESS WHEREOF we set our hands and seals

Name

Name

State of Washington)
) ss.
County of _____)

I certify that I know or have satisfactory evidence that _____ signed the instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

Notary Public
Dated: _____
My appointment expires: _____

State of Washington)
) ss.
County of _____)

I certify that I know or have satisfactory evidence that _____ signed the instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

Notary Public
Dated: _____
My appointment expires: _____

- Short Plat Approvals Blocks:

TOWN OF CONCRETE APPROVALS:

Examined and approved this _____ day of _____ 20____.

Town Engineer /Public Works Department Director

Examined and approved this _____ day of _____ 20____.

Planning Director /Town Planner

SKAGIT COUNTY APPROVALS:

Treasurer's Certificate: I certify that all taxes heretofore levied and which have become a lien upon the lands described above have been fully paid and discharged according to the records of my office up to and including the year [] (current year).

Certified this _____ day of _____, 20_____.

Auditors Certificate

Filed for Record at the Request of [Name of Project Surveyor]

Skagit County Auditor

