



## FINAL SHORT PLAT SUBMITTAL CHECKLIST

Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270  
(360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Monday - Friday 7:30 AM - 4:00 PM

**Paper copies of the following application materials will not be accepted.** Electronic copies of all application materials are required in order to review and determine if the application is complete. Please email a request to [landusesubmittals@marysvillewa.gov](mailto:landusesubmittals@marysvillewa.gov) and a link will be provided to upload the application materials; a file number will be provided with your upload link. Please email city staff at [landusesubmittals@marysvillewa.gov](mailto:landusesubmittals@marysvillewa.gov) when the upload is complete to ensure timely processing of your submittal (the system does not generate a notice).

1. Title Report aka "Plat Certificate" (**current within 30 days of submittal**)
2. Final Plat Map – to include:
  - The name of the short subdivision;
  - Legal description of the entire parcel to be subdivided;
  - Vicinity Map
  - The date, north arrow and appropriate engineering scale as approved by the Planning Department (e.g., 1" = 20', 1" = 30', 1" = 40', 1" = 50", 1" = 60');
  - Boundary lines, right-of-way widths for streets, easements and property lines of lots and other sites with accurate bearings, dimensions or angles and arcs and of all curve data;
  - Names and right-of-way widths of all streets within the subdivision and immediately adjacent to the subdivision. Street names shall be consistent with the names of existing adjacent streets (verify street names with the Permit Coordinator in the Planning Department);
  - Number of each lot consecutively;
  - Reference to private covenants and special plat restrictions either to be filed separately or on the face of the plat;
  - Zoning setback lines, building sites when required by the city;
  - Location, dimensions and purpose of any easements, noting if the easements are private or public, and including the Auditor's File Number;
  - Location and description of monuments and all lot corners set and found;
  - Primary control points and datum elevations if applicable, approved by the Public Works Department. Descriptions and ties to all control points will be shown with dimensions, angles and bearings;
  - Existing structures, all setbacks, and all encroachments;
  - Dedications.
  - Certifications
3. Complete Survey
4. Lot Calculations
5. Covenants, easements and restrictions, if any

### **Files are required to be uploaded with the following naming structure:**

- Title Report-Project Name
- Plat Map-Project Name
- Survey-Project Name
- Lot Calculations-Project Name
- Covenants-Project Name

The following application fees apply:

#### Application Fee

- \$1,000.00 + \$100.00 per lot