



CITY OF BLACK DIAMOND

Community Development Dept.

24301 Roberts Drive / PO Box 599
Black Diamond, WA 98010
(360) 851-4447

FINAL SHORT PLAT CHECKLIST

ABOUT SHORT PLATS:

The Final Short Plat is the final drawings of the subdivision and dedication prepared for filing for record with the King County Recorder's Office and containing all elements and requirements set forth in BDMC 17.32.

The short subdivision will receive final approval within 30 working days after all required improvements have been constructed, as-builts provided, and the construction approved by the public works director, or at the applicant's request and at the city's sole discretion, the applicant may be permitted to financially guarantee installation of the same pursuant to BDMC 17.32.070.B.

Public notice is not required for Final Short Plats.

No public utility service shall be provided to any buildings or improvements constructed within a short subdivision until the construction of all required improvements has been completed and approved by the public works director.

REVIEW PROCESS:

Final Short Plat is a Type 1 decision made by the Director.

No short subdivision shall be filed for recording unless approved by the community development director and the public works director. The original drawings of the approved short subdivision along with the applicable fees shall be filed for record with the King County recorder's office and shall not be deemed approved until filed.

One reproducible copy shall be furnished to the public works director. One copy each shall be filed with the county assessor, the community development department, and the public works department. No permits shall be issued until these copies have been received.

If a short subdivision has not been submitted for recording within 60 days after approval by the community development director, the short subdivision shall expire and become null and void.

Code References

Concurrency Management

Title 11 BDMC

Final Plat Approvals

Chapter 17.20 BDMC

Short Subdivisions

Chapter 17.32 BDMC

Zoning and Procedures

Title 18 BDMC

Environment

Title 19 BDMC

Resources

King County iMap

Black Diamond Zoning Map

Questions?

Planning Division

Permit Status

City of Black Diamond

24031 Roberts Drive

PO Box 599

Black Diamond, WA 98010

www.ci.blackdiamond.wa.us



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SUBMITTAL REQUIREMENTS

1. ☐ Completed, signed Master Application form
2. ☐ Final Short Plat drawings, in conformance with criteria set forth below and properly containing all information required by the conditions of preliminary plat approval.
 - a. Every final plat shall consist of one or more pages, each 18-inches by 24- inches, clearly and legibly drawn to the standards of the King County recorder's office.
 - i. Each sheet of the final plat shall contain the subdivision name and sheet number
 - ii. Each sheet containing a drawing shall also contain the scale and the north arrow showing the equation to true north where applicable.
 - iii. All signatures shall be written in permanent ink.
 - iv. Every final plat shall include an accurate map of the subdivided land based upon a complete survey thereof containing all elements described in and consistent with WAC Chapter 332-130 (below)
 - b. All section, township, municipal and city lines lying within or adjacent to the subdivision;
 - c. The location of all monuments or other evidence used as ties to establish the subdivision's boundaries;
 - d. The location of all permanent control monuments found and established within the subdivision;
 - e. The boundary of the subdivision with complete bearings and lineal dimensions;
 - f. The length and the bearings of all straight lines; the radii, are lengths, semitangents and delta angle of all road centering curves and radii; and delta angle and arc lengths of right-of-way curves;
 - g. The length of each lot line, together with the bearings and other data necessary for the location of any lot line in the field;
 - h. The location, width, centerline and name or number of all streets within and adjoining the subdivision;
 - i. The location shown with broken lines, the width and description of all easements;
 - j. Numbers assigned to all lots and blocks within the subdivision;
 - k. Names of any adjacent subdivision(s);
 - l. Legal description of the land within the subdivision;
 - m. All dedications of streets or other areas to the public, an individual or individuals, religious society or societies or to any corporation, public or private. Roads not dedicated to the public must be clearly marked on the face of the plat. Any dedication, donation or grant as shown on the face of the plat shall be considered for all intents and purposes as a quitclaim deed to the donee or donees, grantee or grantees for his, her or their use for the purpose intended by the donors or grantors aforesaid;
 - n. The location of all sensitive area boundaries, including any required buffer and/or setback areas;
 - o. The lot area in square feet for each lot or tract within the subdivision; and
 - p. Addresses of individual lots.
 - q. Required certificates (items listed in subsections i through iii shall be signed before the final plat is recorded):
 - i. Surveyor. The surveyor shall place his or her seal and signature on the plat, along with:
 1. A statement certifying that the plat was prepared by him or her, or under his or her supervision;
 2. A statement certifying that the plat is a true and correct representation of the land surveyed and that the monuments shown thereon exist as located; and
 3. A full and correct legal description of the land to be divided.
 - ii. Owner. The following statements or certifications shall be placed upon the final plat by the owner:
 1. A statement that the subdivision has been made with the free consent and in accordance with the desires of the owner or owners. Owners of other interests shown on the title report shall certify that they have notice of the subdivision; and
 2. If the plat is subject to dedication, a certificate containing the dedication of all streets and other areas, together with a waiver of all claims for damages against any governmental



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authority which may be occasioned to the adjacent land from the required construction, drainage and maintenance of the areas. The certificates shall be signed and acknowledged before a notary public by all parties having any ownership interest in the lands subdivided.

- iii. Treasurer Certificate. A certification from the county treasurer that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied or discharged.
 - iv. Public Works Director. A statement of approval from the public works director approving the survey data, the layout of the streets, alleys and other rights-of-way, design of bridges, sewage and water system and other structures.
 - v. Community Development Director. The date of examination and approval by the city community development director and the signature signifying such approval.
 - vi. Plats in an Approved MPD. A statement that reads as follows: "This plat is part of an approved Master Planned Development (MPD). All development and construction within this plat must be consistent with the applicable requirements of the MPD development agreement, MPD design standards, and mitigation requirements."
3. ☐ The surveyor shall furnish the public works director with a full set of survey notes, which shall clearly show:
- a. The ties to each monument established for the plat;
 - b. All necessary controlling reference points or monuments;
 - c. Sufficient data to determine readily the bearing and length of each line which may be in the form of computer printout sheets or coordinate sheet;
 - d. The base meridian referred to showing its relation to true north based on Polaris observation or tie to National Ocean Survey (USC and GS) triangulation system, or other control acceptable to the public works director;
 - e. Complete subdivision of the section or sections, or as much thereof as necessary to properly orient the plat within the same;
 - f. Corners of adjoining subdivisions or portions thereof, with ties; and
 - g. Primary survey control points shall be referenced to section corners and monuments.
 - h. Permanent control monuments shall be established at:
 - i. All controlling corners on the boundaries of the subdivision;
 - ii. The intersections of centerlines of roads within the subdivision; and
 - iii. The beginnings and ends of curves on centerlines or points of intersections on tangents.
 - i. The position and type of every monument shall be noted on all plats of the subdivision in accordance with the Survey Recording Act.
4. ☐ Certified sets of "as-built" subdivision improvement drawings, or in alternative, and at the city's sole discretion, a subdivision improvements completion bond (see bond handout).
5. ☐ A maintenance and guarantee bond, if applicable (see bond handout).
6. ☐ Tree Retention and Replanting Plan
7. ☐ A title report no more than 30 days old
8. ☐ Any other documentation which may be necessary to show compliance with conditions of preliminary short plat approval.
9. ☐ Application fee