



# FINAL SHORT SUBDIVISION/PLAT

Planning and Economic Development Department  
 200 NE Moe Street | Poulsbo, Washington 98370  
 (360) 394-9748 | fax (360) 697-8269  
 www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

For additional information on the final review requirements and process, refer to [Chapter 17.40](#) of the Poulsbo Municipal Code (PMC). An application for Final Short Subdivision may be submitted ONLY after preliminary short plat approval has been granted by the PED Director and all conditions of approval have been completed.

PROJECT:	
Project Name:	
Project Address:	
Zoning:	Number of Lots: Minimum Lot Size Proposed:
Associated Permits Numbers (grading, building, post decision):	
APPLICANT:	
Name:	Phone:
Address:	
Email:	
OWNER (IF DIFFERENT):	
Name:	Phone:
Address:	
Email:	
PROJECT ENGINEER OR SURVEYOR:	
Name:	Phone:
Address:	
Email:	
APPLICATION SUBMITTAL CHECKLIST:	
<input type="checkbox"/>	Application Fees and Deposits
<input type="checkbox"/>	Final short subdivision survey, drawing and documents, consistent with Final Plat Checklist (attached)
<input type="checkbox"/>	All documents necessary for facilities to be dedicated to the public
<input type="checkbox"/>	Title Insurance Report, prepared within last 30 days (available from a Title Company)
<input type="checkbox"/>	When required, a final copy of the short subdivision's covenants, conditions and restrictions (CCRs)
<input type="checkbox"/>	Certified sets of "as-built" improvement drawings certified as true and complete by a civil engineer
<input type="checkbox"/>	Receipt for taxes paid to Kitsap County.
<input type="checkbox"/>	One electronic version of all submitted materials in PDF format (CD, thumb drive, or via e-mail)
<input type="checkbox"/>	Conditions compliance matrix (see attached)
<input type="checkbox"/>	Consent to Exceed Review Period (attached)
<input type="checkbox"/>	Notarized property owner and/or applicant signature page (attached)
<input type="checkbox"/>	Any other information/documents:





# CONSENT TO EXCEED REVIEW PERIOD

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## TYPE OF REVIEW PERIOD:

30-Day Short Plat       90-Day Preliminary Plat       30-day Final Plat

## PLAT INFORMATION:

Plat Name:

Planning File No.:

Plat Location (address, intersection, or parcel no.):

## APPLICANT:

Name:

Address:

Email:

Phone:

## SIGNATURE:

Washington State Law requires the city approve, approve with conditions, return to the applicant for modifications, or deny the application within a specified time frame of receipt of a complete application.

However, I understand that it will not be possible for the City of Poulsbo to process the above identified plat within the time-frame required by RCW 58.17.140.

I, \_\_\_\_\_, consent to an extension of the time-frame selected above, not to exceed an additional sixty-days.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**PROPERTY OWNER'S SIGNATURE (if other than applicant/agent):**

I, the undersigned, state that, to the best of my knowledge, all the information provided for this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name of Owner

STATE OF WASHINGTON) ) SS  
COUNTY OF KITSAP )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_ to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the  
State of Washington Residing at

\_\_\_\_\_  
Commission Expires \_\_\_\_\_



# FINAL PLAT CHECKLIST

Engineering Department

200 NE Moe Street | Poulsbo, Washington 98370  
(360) 779-4078 | fax (360) 697-8269

## Final Plat Drawings.

1. Every final plat shall consist of one or more pages, each 18" x 22", clearly and legibly drawn.
2. All drawing, lettering, and signatures shall be in permanent India ink
3. Certification blocks as outlines in the *Certification* section below.
4. The perimeter of the subdivision shall be depicted in heavier lines than appear elsewhere on the plat.
5. A border shall be drawn completely around each sheet, leaving an entirely blank margin of 2" of the left side and 1" on the remaining sides to fit the Kitsap County auditor plat book when filed in upright position.
6. Each sheet of the final plat shall contain the subdivision name and sheet number.
7. At least 2 "quarter" designations are required under the title by the Kitsap County Recorder. Example: Caldart Heights Div. 1 Situate in NE ¼ SE ¼ Sec. 14, Twp. 26N, Rg.1E., W.M.
8. Each sheet containing a drawing shall also contain a scale and north arrow (relation to true north where applicable).
9. An accurate map of the subdivided land based upon a complete survey thereof, which map shall include:
  - a. All section, township, municipal, and city lines lying within or adjacent to the subdivision;
  - b. The location of all monuments or other evidence used as ties to establish the subdivision's boundaries;
  - c. The location of all permanent control monuments found and established within the subdivision;
  - d. The boundary of the subdivision with complete bearings and lineal dimensions;
  - e. The length and the bearings of all straight lines; the radii, arc lengths, semitangents and delta angle of all road centering curves and radii, delta angle and arc length of right-of-way curves;
  - f. The length of each lot line, together with bearings and other data necessary for the location of any lot line in the field;
  - g. The location, width, centerline and name or number of all streets within and adjoining the subdivision;
  - h. The location shown with broken lines, the width and description of all easements (utility easement dedications for power, gas, phone, cable shall be on the face of the plat);
  - i. Numbers assigned to all lots and blocks within the subdivisions;
  - j. Names of any adjacent subdivision(s);
  - k. Identification of tracts, including purpose and ownership.
10. 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 grants 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.
11. Convey utilities with language as follows: *All sanitary sewers, storm sewers, water mains and appurtenances, and empty telecommunications conduit (installed for future use) which are located within public right-of-way or within easements specifically dedicated to the City of Poulsbo are hereby granted and conveyed to the ownership of the City of Poulsbo.*

## Certification. The following shall be included on the face of the plat.

1. **Surveyor.** The surveyor shall place his seal and signature on the plat, along with:
  - a. A statement certifying that the plat was prepared by him, or under his supervision;
  - b. A statement certifying that the plat is a true and correct representation of the land surveyed;
  - c. A full and correct description of the land to be divided.
2. **Owner.**
  - a. 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;

- b. If the plat is subject to a dedication, a certificate containing the dedication of all streets and other areas, together with a waiver of all claims for damages against any governmental 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.
3. **City Engineer.** Stating "Examined and Approved this (day and date).
4. **Planning and Economic Development Department Director.** Stating "Examined and Approved this (day and date).
5. **City Approval.** City approval shown as follows:
  - a. Date of examination and approval by the City Planning Commission.
  - b. Date of examination and approval by City Council.
6. **Treasurer Certificate.** A certification from the Kitsap 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.
7. **Recording Certificate.** A certification from the Kitsap County Auditor.

**"As-Built" Drawings.** The "as-builts" shall be certified as true and complete and be provided in the following formats.

1. 2 blackline paper copies (initial submittal for staff review);
2. 1 reproducible mylar or approved equivalent (prior to recording);
3. 1 electronic (compatible with AutoCAD 2005) + 1 pdf set

### **Survey Information.**

The survey of every proposed subdivision shall be made by or under the supervision of a registered land surveyor. All surveys shall conform to standard practices and principles for land surveying as set forth in the laws of the state of Washington. Subdivision control and staking traverses shall close within an error of one foot in five thousand feet. Primary survey control points shall be referenced to section corners and monuments.

1. The surveyor shall furnish the City Engineer with a full set of survey notes, which shall clearly show:
  - a. The ties to each monument established for this 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 city engineer;
  - e. Complete subdivision of the section or sections or as much thereof as necessary to properly orient the plat within same;
  - f. Corners of adjoining subdivisions or portions thereof, with ties;
  - g. Primary survey control points shall be referenced to section corners and monuments.
2. Monuments.
  - a. 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;
    - iii. The beginning and ends of curves on centerlines or points of intersections on tangents;
  - b. The position and type of every monument shall be noted on all plats of the subdivision. Permanent control monuments shall be set in two-inch pipe, twenty-four inches long, filled with concrete or shall be constructed of an approved equivalent. Permanent control monuments within the streets shall be set after the streets are graded, the surety deposited to secure grading shall be sufficient to pay the costs estimated by the city engineer of setting such monuments. Every lot corner shall be marked by a three-quarter-inch galvanized iron pipe or approved equivalent, driven into the ground. If any land in a subdivision is contiguous to a meandered body of water, the meander line shall be reestablished and shown on the plat. Tidelands platted shall clearly show courses and lengths of side lot lines extending into the tidelands. If the thread of a stream lies within a subdivision and forms the boundary of lots such thread shall be defined by bearing and distances as it exists at the time of the survey.

## CONDITIONS OF APPROVAL/SEPA MITIGATION RESPONSE MATRIX

Name of Plat:

Responses Provided By:

Conditions of Approval   Hearing Examiner Preliminary Plat Decision			
Condition No.	Condition	Response	Staff Review
1.	<i>Text from Prelim Plat Decision or SEPA Determination</i>	<i>Response by Applicant</i>	

