



FINAL SHORT PLAT SUBMITTAL REQUIREMENTS

The purpose of the Final Short Plat is to allow for the subdivision of land into (6) or fewer lots, tracts, parcels or divisions for the purposes of sale, lease, or transfer or building development. 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, Short Subdivisions**.

1. **One copy** of a completed City of Black Diamond Master Planning Permit Application form.
2. **Two copies** of final short plat drawings in conformance with criteria set forth below and properly containing all information required by the conditions of preliminary plat approval.
3. **Two copies** of certified sets of "as-built" subdivision improvement drawings, or in the alternative, and at the city's sole discretion, a subdivision improvements completion bond as set forth below.
4. **One copy** of a maintenance and guarantee bond as set forth below, if applicable.
5. **One copy** of any other documentation which may be necessary to show compliance with conditions of short plat approval.
6. **Two copies** of a Tree Retention and Replanting Plan.
7. A title insurance policy in favor of the city in an amount as approved by the city attorney for all land within the subdivision to be dedicated to the city.
8. **Certification of Applicant Status.**
9. **Application Fee.**

Contents and Standards for Final Short Plat Drawings:

Every final short plat shall consist of one or more pages, each eighteen inches by twenty-four inches (18" X 24"), clearly and legibly drawn to the standards of the King County recorder's office. Each sheet of the final short plat shall contain the subdivision name and sheet number, and each sheet containing a drawing shall also contain the scale and the north arrow showing the equation to true north where applicable. All signatures shall be written in permanent ink. Every final short 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, 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; and delta angle and arc lengths of right-of-way curves;
- F. The length of each lot line, together with the 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;
- I. Numbers assigned to all lots and blocks within the subdivision;
- J. Names of any adjacent subdivision(s);
- K. Legal description of the land within the subdivision;
- L. 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;
- M. The location of all sensitive area boundaries, including any required buffer and/or setback areas;
- N. The lot area in square feet for each lot or tract within the subdivision; and
- O. Addresses of individual lots.

Surveys and Monumentation:

Surveys shall be required for all proposed subdivisions. The survey of every proposed subdivision shall be made by or under the supervision of a professional land surveyor. All surveys shall conform to standard practices and principles for land surveying as set forth in the laws of the state. 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.

- A. Information to be transmitted to the Public Works Director. The surveyor shall furnish the Public Works Director with a full set of survey notes, which shall clearly show:
 1. The ties to each monument established for the plat;
 2. All necessary controlling reference points or monuments;
 3. 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;
 4. 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;

5. Complete subdivision of the section or sections, or as much thereof as necessary to properly orient the plat within the same;
 6. Corners of adjoining subdivisions or portions thereof, with ties; and
 7. Primary survey control points shall be referenced to section corners and monuments.
- B. Permanent Control Monuments. Permanent control monuments shall be established at:
1. All controlling corners on the boundaries of the subdivision;
 2. The intersections of centerlines of roads within the subdivision; and
 3. The beginnings and ends of curves on centerlines or points of intersections on tangents.
- C. The position and type of every monument shall be noted on all plats of the subdivision in accordance with the Survey Recording Act.

Required Certificates:

The following certificates shall be shown on the final plat. Items listed in subsections A through C of this section shall be signed before the final plat is submitted for review:

- A. 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.
- B. 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 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.
- C. 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.
- D. 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.
- E. Community Development Director. The date of examination and approval by the city community development director and the signature signifying such approval.
- F. Fire Chief Approval. The date of examination and approval by the city fire chief and the signature signifying such approval.
- G. Mine Workings Warning. A mine workings warning that reads as follows: "WARNING. The City of Black Diamond overlies numerous mine shafts, tunnels and other workings, the exact location, depth and size of which are unknown. The land encompassed by this subdivision may or may not overlie such a workings. In approving this subdivision, the City of Black Diamond makes no representations and assumes no liability or responsibility with respect to the suitability of this site for the development contemplated or the suitability or integrity of the subsoil against subsidence or collapse."
- H. 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."

Final Approval and Improvement Construction (as established by BDMC 17.32.070):

- A. The short subdivision shall receive final approval within thirty 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 subsection B of this section. Any short subdivision approved by the community development director as a paper plat need not construct required improvements or provide financial guarantees prior to receiving final approval. The community development director may establish standards and procedures for approval of a paper plat.
- B. Completion and Maintenance Bonds. In lieu of the completion of the actual construction of required public improvements prior to approval of a short subdivision, the city may accept a bond, in a form approved by the city attorney, or other secure method, in an amount equal to one hundred fifty percent of the public works director's estimate of the cost of public improvements guaranteeing the actual construction and installation of such public improvements within one year of final short subdivision approval; provided, the city council has not determined that the completion of all required water system, sanitary sewer system, and storm sewer system improvements, and all street improvements other than the final overlay, is necessary to protect the public health, safety and welfare and thus those improvements cannot be bonded in lieu of completion before final approval. In addition, before final short subdivision approval is granted, the applicant/property owner shall file a maintenance bond, or other secure method approved by the city, in an amount equal to twenty-five percent of the public works director's estimate of the cost of improvements for a period lasting through the period two years after final acceptance of the improvements. The city shall withhold approval of the final short subdivision until the completion bond (if accepted by the city) and maintenance bond are filed. The city may enforce such bonds according to their terms, pursuant to any and all legal and equitable remedies. In addition, any completion or maintenance bond filed pursuant to this subsection shall be subject to enforcement in the following manner:
1. In the event the bonded public improvements are not completed as required, or maintenance is not performed satisfactorily, the city shall notify the property owner and the bonding company in writing which shall set forth the specific defects which must be remedied or repaired and shall state a specific time by which such shall be completed.
 2. In the event repairs or maintenance are not completed as specified in the notice referred to in subsection (B)(1) of this section by the specified time, the city may, but shall not be obligated to, proceed to repair the defect or perform the maintenance by either: (a) force account, using city forces, or (b) by private contractor. To the extent that additional funds remain from the performance bond proceeds after the city has completed the work, these funds shall not be returned to the applicant/property owner until all work has been completed and accepted by the city. In the event the city is required to bring suit to enforce maintenance or completion bonds, or to collect the cost of repairs or maintenance, the applicant/property owner and bonding company shall be responsible for any costs and attorney's fees incurred by the city as a result of the action.
- C. No Permits to be issued. In the event that the city allows the applicant to file the performance bond instead of completing some or all of the required improvements prior to final approval of the plat, no building permits shall be issued for development within the subdivision until all required improvements have been completed to city standards and accepted by the city.

- D. Improvement Construction. Construction of short subdivision improvements prior to final short subdivision approval or subsequent to final short subdivision approval as a condition to meeting bond requirements shall proceed as follows:
1. Complete construction drawings and specifications shall be submitted to the public works director for approval prior to the commencement of construction. The submitted drawings and specifications shall be designed and certified by a professional civil engineer. Construction drawings shall be in conformance with the conditions, if any, of preliminary plat approval and applicable city standards;
 2. Construction of improvements shall not be initiated without authorization of the public works director. The public works director shall authorize the applicant/property owner to proceed with construction after approval of the construction drawings and specifications. The public works director may grant approval on condition additions or changes made in the drawings or specifications, or on the inclusion or implementation of mitigating measures necessary to minimize the impact of the short subdivision or short subdivision construction on the environment. Conditions required to minimize environmental impacts shall conform with the requirements of the city's current SEPA ordinance;
 3. Any changes to the construction drawings or specifications involving the design of the short subdivision improvements shall first be reviewed and approved by the public works director;
 4. Construction of the short subdivision improvements shall proceed as shown in the construction drawings and specifications. Construction shall proceed under the supervision of a professional civil engineer. The public works director shall ensure that construction is inspected to review compliance with construction plans and required standards. All costs of inspections by the public works director shall be borne by the applicant/property owner; and
 5. After the completion of construction, "as-built" drawings showing the short subdivision improvement as constructed shall be certified as true and complete by a registered civil engineer and one shall be reproducible mylar. The certified "as-built" drawings shall be submitted to the city prior to final short subdivision approval and/or acceptance of the short subdivision improvements by the city.
- E. Notice of Decision. Within ten days of final city action on the short subdivision, the city shall provide a mailed notice of decision to the applicant, to all parties of record, and to all parties requesting such notice in writing.

Public Utility Service (as established by BDMC 17.32.090): 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.

Filing (as established by BDMC 17.32.100):

- A. Fees and Filing Procedure: 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 paper 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 sixty days after approval by the community development director, the short subdivision shall expire and become null and void. To reactivate the expired short subdivision, the short subdivision shall be resubmitted as a preliminary short subdivision application and processed accordingly. Upon written request of the subdivider, the community development director may grant one (1) extension of not more than six (6) months. Such request must be received by the community development department no later than thirty (30) calendar days prior to the sixty (60) day deadline for recording submittal.