



501 Delta Avenue ♦ Marysville, WA 98270
Office Hours: Mon - Fri 8:00 AM - 4:30 PM (360) 363-8000

FINAL LAND DIVISION APPLICATION & CHECKLIST

Binding Site Plan, Short Plat, or Subdivision

APPLICATION INFORMATION			
CITY PROJECT NUMBER (Ex. PA2x-xxx)	SP 23-002		
PROJECT NAME	Quinn Avenue Short Plat		
<i>If project name has changed since preliminary approval, please provide the prior and current project names.</i>			
PROJECT CONTACT INFORMATION – Please indicate the main point of contact.			
NAME & ASSOCIATION	Rhonda Griffin	<input type="checkbox"/> Point of Contact	
ADDRESS	304 Priest Point Drive NW, Tulalip, WA		
PHONE	360.659.1986	E-MAIL	rhondalee8@gmail.com
NAME & ASSOCIATION	Jacie Evans, Orca Land Surveying	<input type="checkbox"/> Point of Contact	
ADDRESS	3605 Colby Avenue, Everett, WA 98201		
PHONE	425.259.3400	E-MAIL	jacie@orcalandsurveying.com
NAME & ASSOCIATION	Brian Kalab, IECO	<input type="checkbox"/> Point of Contact	
ADDRESS	2804 Grand Avenue #308, Everett, WA		
PHONE	425.303.9363	E-MAIL	brian@insightengineering.net
<i>If the project has additional contacts, please include list with project submittal.</i>			
PROJECT INFORMATION			
IMPACT FEES			
Are you seeking deferral of impact fees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, have you applied for the deferral?	<input type="checkbox"/> Yes	<input type="checkbox"/> No – Deferral Request Form	
Which fees are you looking to defer? (Select all that apply)	<input type="checkbox"/> Traffic	<input type="checkbox"/> Schools	<input type="checkbox"/> Parks
RESIDENTIAL DENSITY INCENTIVES – MMC 22C.090			
Does your project propose to utilize RDI benefits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, provide a supplemental narrative explaining how RDI benefits would be satisfied. Identify the number of proposed bonus units per the preliminary approval and demonstrate compliance as to RDI benefits being utilized.			
LANDSCAPING & BONDING – Please indicate the type of landscaping required/proposed (check all that apply)			
<input type="checkbox"/>	Critical Area Mitigation & Monitoring Wetlands - MMC 22E.010.160 Fish & Wildlife (Stream) - MMC 22E.010.260	Performance Bond	5 Years
<input type="checkbox"/>	Deferred Landscaping Installation Duration - MMC 22C.120.060 Security Provisions - MMC 22G.040.020	Performance Bond	1 Year
<input type="checkbox"/>	Installed Landscaping Duration - MMC 22C.120.060 Security Provisions - MMC 22G.040.030	Maintenance Bond	2 Growing Seasons (March – October)

SUBMITTAL REQUIREMENTS & CHECKLIST

- FINAL LAND DIVISION MAP** - Complete survey prepared by a licensed Washington State land surveyor. Said survey shall include, but not be limited to:
 - o The name of the subdivision;
 - o Legal description of the entire parcel to be subdivided;
 - o Vicinity map;
 - o The date, north arrow, and appropriate engineering scale as approved by the community development department (e.g., one inch equals 20 feet; one inch equals 30 feet; one inch equals 40 feet; one inch equals 50 feet; one inch equals 60 feet);
 - o Boundary lines, right-of-way for streets, easements, and property lines of lots and other sites with accurate bearings, dimensions or angles and arcs, and of all curve data;
 - o Names and right-of-way widths of all streets within the subdivision and immediately adjacent to the subdivision. Street names will be consistent with the names of existing adjacent streets;
 - o Number of each lot consecutively;
 - o Reference to private covenants or special plat restrictions, either to be filed separately or on the face of the plat;
 - o Zoning setback lines, building sites when required by the city;
 - o Location, dimensions and purpose of any easements (noting if easements are public or private);
 - o Location and description of monuments and lot corners set and found;
 - o 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;
 - o Existing structures, all setbacks, and all encroachments;
 - o Dedications, Acknowledgements, Certificates, and Approvals;
 - o Parking area, general circulation, landscaping area (when required);
 - o Proposed use and location of buildings (when required); and
 - o Other restrictions and requirements as deemed necessary by the City.
- LOT CLOSURE CALCULATIONS** - A compilation prepared by a WA State licensed land surveyor clearly indicating the dimensions of the boundaries and the closures for each lot, parcel, tract and block in a land division which is comprised of a printed computer plot closure or demonstrated mathematical plot closure on all lots, streets, alleys and boundaries.
- TITLE REPORT (SUBDIVISION GUARANTEE / PLAT CERTIFICATE)** – A document prepared by a title insurance company documenting the ownership and title of all interested parties in the development and that lists all encumbrances. This document is needed to verify property ownership and to identify any encumbrances that are recorded on the property’s title. Copies of all the encumbrances listed within the certificate or report must be provided. The certificate or report must be dated within 30 days of the date of submittal to the City.
- NARRATIVE** - This document should provide responses to how each of the conditions of preliminary approval have been addressed, describe the site improvements completed, and whether bonding is proposed for uncompleted improvements (including an engineer’s estimate of the cost). The city will review the request and determine if bonding will be allowed for any or all of the items.
- COVENANTS, EASEMENTS, & RESTRICTIONS (IF APPLICABLE)** - A written private agreement/document that is binding upon current and future property owners which requires performance, or limits or restricts certain acts, or stipulates certain uses or non-uses of property.

FINAL REVIEW FEES

See [MMC 22G.030.020](#)