City of Redmond
Final Plat Intake Requirements

Project Name: _____

Project File Number: DEV_____L_____

The following documents and fee are required for submitting your final plat for review in preparation to record. If you have any questions concerning these submittal requirements, you may contact Pat Lyga, Senior Engineering Technician, at 425-556-2747.

- ☐ 1. Application and fee for final plat review. Please refer to the following links:
  Final Plat Application Form
  http://www.redmond.gov/common/pages/userfile.aspx?fileid=15518

- ☐ 2. One copy of the preliminary plat documents for which the Hearing Examiner's decision was based on.

- ☐ 3. One clean copy of the Hearing Examiner's Decision.

- ☐ 4. Copy of any written approval of any changes to the Hearing Examiner's decision, including such things as appeals and extensions of the preliminary plat's approval.

- ☐ 5. One copy of mitigation, development, or settlement agreement(s) applicable to the preliminary or final plat's approval if not included with copies of documents referenced in the plat certificate.

- ☐ 6. One copy of a plat certificate issued within the last 30 days, along with copies of documents referenced in Schedule B of the plat certificate.

- ☐ 7. Eight 18" X 24" paper copies of the final plat in accordance with conditions of approval.

- ☐ 8. One copy of current plat name reservation, if you have reserved the final plat name with the King County Recorder.

- ☐ 9. One copy of calculations ("cogo" map check having error of closure and area report) confirming all dimensions, e.g., Section subdivision breakdown, dedications, easements, blocks, lots, and tracts. The "cogo" map check/calculations shall correspond with the data on the final plat (no inverses) and have a common coordinate system throughout the plat.

- ☐ 10. One full-size copy of the approved civil drawings, along with approved revisions, or the approved record drawings.

- ☐ 11. A cost estimate of any construction work that has yet to be completed, inspected, tested and accepted by the City's Public Works Inspection Division.

- ☐ 12. One copy of Covenants, Conditions and Restrictions, if required by the City's approval conditions.

- ☐ 13. Copy of document establishing a homeowners association (HOA), if the establishment is: a) required as a condition of preliminary plat approval; or b) if a homeowners association is named as a Grantee on the final plat.

☐ 14. Copy of recorded release of any existing easement or subordination of easement; if applicable.

☐ 15. If the property has a utility reimbursement agreement, provide confirmation from the City's assigned utility engineer that all matters related to the agreement have been fulfilled or that the plat can be approved notwithstanding such agreement.

☐ 16. Copy of recorded document that produces any off-site easement or dedication in accordance with the preliminary plat's approval conditions.

☐ 17. If the plat is subject to an L.I.D., provide evidence of L.I.D. segregation, that all L.I.D. parcel account amounts affecting the plat have been paid in full, or that the L.I.D. parcel is exempt.

Upon acceptance of your application, Notice of Application for Final Plat Approval will be mailed to property owners within 500 feet of the proposal and will also be posted on site. For this purpose you need to submit the following with your application:

☐ 18. One 8½" x 11" black and white paper copy of the site plan as follows:
   a. The plan shall provide a minimum ¾ inch margin at the bottom.
   b. The plan shall include a north arrow.
   c. The paln shall include street numbers and/or names (e.g. NE 116th St, Avondale Road NE etc.) adjacent to the project boundary.
   d. The plan shall include the project name.
   e. The site plan shall identify the boundaries of critical areas.

☐ 19. Prior to your intake appointment, please e-mail one 8½" x 11" electronic copy of the site plan as follows (Do not provide a disk or CD. Please e-mail in the format described to the recipient address below):
   a. The electronic copy shall include the same information as noted in number 18 above.
   b. The site plan shall be in PDF format.
   c. The site plan shall be black and white.
   d. E-mail electronic copy to PlannerOnCall@redmond.gov . In the e-mail subject heading, please state "Site Plan for (*project name*) Final Plat".

Your project Planner will be in contact with you to coordinate this notice.