FINAL SHORT PLAT APPLICATION INSTRUCTIONS & CHECKLIST

A final short plat is the final stage of the short plat process and is required prior to final approval and recordation of the short plat. The process is separate from the preliminary short plat process and occurs after a decision has been made on the land, a Staff Report is prepared and the 14-day decision appeal period has ended.

The final short plat process requires specific submittal items and other elements that are often misunderstood. In order to complete a short plat with the City of Edgewood, staff requires the items shown below:

APPLYING REQUIREMENTS

Please submit each of the items listed below with your application. Check the boxes under “Applicant” for each item you are submitting.

City Applicant

FEES

☐ ☐ Please see Fee Schedule in place at time of application

PRIOR TO SUBMITTING AN APPLICATION FOR FINAL SHORT PLAT APPROVAL

☐ ☐ Completion of the survey and monuments installed. This information should be shown on the drawing of the final short plat.

☐ ☐ The applicant shall have the final short plat document reviewed by the Pierce County Assessor-Treasurer’s office. Any required revisions by the Assessor’s office shall be made prior to submittal to the City.

☐ ☐ All referenced notations as prescribed in the decision of short plat approval, Edgewood Municipal Code and state law shall be shown on the final short plat drawing.

☐ ☐ A Final Short Plat meeting shall be scheduled between the applicant, their representatives and various City staff members prior to final short plat submittal.

☐ ☐ All conditions of approval have been satisfied as prescribed in the decision of short plat approval.

SUBMITTING AN APPLICATION FOR FINAL APPROVAL

☐ ☐ Three (3) paper copies of the final short plat drawings

☐ ☐ Two (2) copies of As-Built engineering drawings, (both sectional drawings and plan view drawings of the required improvements) (If required)

☐ ☐ Two (2) copies of completed Bond Worksheets for the required improvements shown on the site development drawings (If improvements are not to be installed prior to final short plat approval)

☐ ☐ Two (2) copies of a plat certificate if one was not previously submitted.
A Significant Tree Retention Plan may be required pursuant to EMC 18.90.180, if significant trees exist on the site.

The significant trees shall be shown on the site development drawings at the time of submittal for final short plat approval.

FREQUENTLY ASKED QUESTIONS

- **Bonding**: If requested, Bonding for the required improvements is permitted through the City of Edgewood. In order to bond for the required street and/or surface water improvements you must provide proper documentation in the form of engineering drawings showing the requested improvements and bond worksheets that reflect these improvements and the engineering drawings. (Ask the Public Works Department for additional options other than bonding)

- **Timing**: If all required information is provided and determined correct at the time of final short plat submittal, the application may only take a short time to be approved for the Mylar drawing. However, typical review times range from 2-6 weeks depending on revisions.

- **Mylar**: A Mylar is a copy of an approved final short plat that has been reviewed and drawn to the specifications of the City. Once the City is satisfied with the drawings submitted for final short plat review, you will receive confirmation to provide the Mylar drawing. The Mylar will require several outside agency signatures prior to submittal to the City of Edgewood. Once the outside-agency signatures have been acquired, submit the Mylar to the City of Edgewood for Public Works and Planning signatures. Once the signatures have been acquired from the City, please take the Mylar for recording to the Pierce County Assessor-Treasurer’s Office in Tacoma and bring the City two- (2) paper copies of the recorded Mylar.

- **When should I begin site development?** Site development is an additional permitting process with separate fees that requires approval from the City of Edgewood. Site development is required to be started prior to final short plat submittal. Once the City Engineer approves the drawings, the work must either be accomplished or bonded for prior to final short plat approval from the City of Edgewood. (Ask the Public Works Department for additional information) All public improvements must be started prior to final short plat approval.

- **When can I bring in house plans for the new lots?** You may bring in house plans once the site development activity has been completed or bonded for in relationship to the short plat and you have an address and Parcel or Tax I.D. number for the proposed building Lot.

- **When can I sell individual lots?** Once you have a recorded Mylar drawing with the Pierce County Assessor-Treasurer and individual addresses and Parcel or Tax I.D. numbers for each lot, you may sell the lots. The entire original parcel may be sold at any time during the platting process as long as it is sold, as it exists because it is still considered a single piece of land until the plat has been recorded with the Pierce County Assessor-Treasurer.

If you have additional questions, please contact the City of Edgewood Community Development Department at (253) 952-3299 for additional information.