Instructions for Filing a Final Subdivision

Project Number: ______________________ Fee Collected: ☐ yes ☐ no
Project Lead: _________________________ Related File: __________________________

Approval of drawing
1. After approval of the preliminary plat by the Hearing Examiner, and the fulfillment of the requirements and conditions of the preliminary approval and any other requirements specified by the City, the applicant shall submit paper drawings for final review as show below:

   9 paper prints, 18 inches by 22 inches in size, and
   2 (two) 11-inch by 17-inch paper copies, allowing one-half inch for a border.

A final plat shall be drawn on the best grade of mylar. If more than one sheet is required, each sheet, including the index sheet, shall be of the above specified size. The index sheet must show the entire subdivision with street and highway names and block numbers.

Neatness, accuracy and legibility are important to ensure best reproduction quality. (See Item #5 on page six)

Size
The final map should be drawn on a sheet 18" x 24".

Scale
The final map must be drawn to scale, preferably 1"=50' or greater, and the scale must be shown on the face of the map. The scale of the final plat shall be such that all distances and bearings can be clearly and legibly shown thereon in their proper proportions. Plats unduly cramped and whose essential data cannot be clearly read will not be approved.

Streets and Utilities
The final map must show how the subdivision will be served by streets and utilities; and must show any easements. Exact location, width, and name of all streets within and adjoining the plat, the exact location and widths of all alleys and crosswalks. The name of a street shall not duplicate that of any existing street in the City of Edgewood or Pierce County. Proposed street names shall be checked with the proper City officials.

Name and Number of Subdivision
The name and file number of the plat must be on the face of the final map.

Lot Numbering
Lots shall be designated by number in the subdivision within the area of the lot. Tracts shall be similarly designated by letter and each tract shall be clearly identified with the ownership and purpose.
Legal Description
The legal description of the total parcel shall be shown on the final mylar. The legal description shall reflect within said description, ties to all subdivision lines, donation claim lines and/or recorded plan lines.

Licensed Surveyor
All subdivisions shall be surveyed by a land surveyor licensed in the State of Washington. All exterior corners and streets shall be monumented. The Surveyor's certificate/seal must appear on final mylar.

Homeowner’s Association (HOA)
The Homeowner’s Association and CCR’s must be submitted for review.

The following shall be shown on the final plat map:
- Dimensions of the boundaries of the total property and proposed lot lines
- Adjacent streets
- Type, location, and dimensions of existing and proposed easements
- Type, location, and dimensions of existing encroachments (e.g., fences, structures, roads) over property lines
- North arrow and scale of drawing
- Required critical area protection areas/easements/tracts
- Existing structures and distances from lot lines.
- Location by section, township and range, or by other legal description
- The name and seal of the registered engineer and/or the registered land surveyor
- Boundary of plat, based on an accurate traverse, with angular and lineal dimensions
- True courses and distances to the nearest established street lines of official monuments which shall accurately describe the location of the plat
- Municipal, township, City or section lines accurately tied to the lines of the subdivision by distances and courses
- Radii, internal angles, points of curvature, tangent bearings and lengths of all areas
- All tracts for rights-of-way provided for public services or utilities
- All lot and block numbers and lines with accurate dimensions in feet and hundredths. Blocks in numbered additions to subdivisions bearing the same name may be numbered or lettered consecutively through the several additions
- Accurate location of all monuments, which shall be concrete and four inches by four inches at top, six inches by six inches at bottom and 24 inches long, with a metal marker cast in the center. One such monument shall be placed at each street intersection, and at locations to complete a continuous line of sight and at such other locations as required by the city engineer
- All plat meander lines or reference lines along bodies of water shall be established above the high water line of such water
- Accurate outlines and legal description of any areas to be dedicated or reserved for public use, with the purposes indicated thereon and in the dedication; and of any area to be reserved by deed covenant for common uses of all property owners
- Building setback lines accurately shown with dimensions

Dedication
The final plat map shall include a dedication statement (where applicable) and owners signature and notary block (see page 3)

Meander lines - Monuments - Property descriptions - Signatures.
(1) Plat Meander Lines. When a subdivision borders on a body of water a plat meander line shall be established along the shore not more than 20 feet back from the ordinary high water mark of such body of water.
(2) Monuments. It is intended that all monuments shall be set after the grading of the streets. In case the plat be approved before the grading is complete, the grading shall be done and the monuments shall be set before the release of any bond.

(3) Property Description. A description of property platted shall be the same as that recorded in preceding transfer of said property or that portion of said transfer covered by the plat. Should this description be cumbersome and not technically correct, a true and exact description shall be shown upon plat together with original description. The correct description shall follow: "The intent of the above description is to embrace all the following described property."

(4) Signatures. All signatures shall be in black ink (Sharpie extra fine point) of equal density. No interlineations will be permitted.

**Protective deed covenant - Forms.**

(1) A typewritten copy of the protective deed covenants shall accompany the final plat.

(2) Forms. (See sample plat filed in Pierce County Records and Election Division).

   (a) Dedication with notarized acknowledgment, by owner or owners, of the adoption of the plat and the dedication of streets and other public acres. In case of corporation, proper acknowledgment shall be used;
   (b) Restrictions;
   (c) Certification by registered surveyor to the effect that the plat represents a survey made by him and that the monuments shown thereon exist as located and that all dimensional and geodetic details are correct;
   (d) Proper forms for the approvals of City Engineer, of the Department of Community Development, with space for signatures;
   (e) Approval by signature of the City Clerk and Pierce County Records and Elections Division, as to filing for record.

Each and all of the above forms including the description shall be printed with india ink in distinct, legible lettering and shall be substantially in the form of the sample plat filed in the records and election division.

**Approvals**

The final subdivision map must have the following approval blocks:

**APPROVALS:**

Examined and approved this _________ day of _________________, 20___.

______________________________

City Engineer

Examined and approved this _________ day of _________________, 20___.

______________________________

Director of Community Development

Examined and approved this _________ day of _________________, 20___.

______________________________

Fire Chief, East Pierce Fire & Rescue
Preliminary inspections indicate soil and site conditions may allow use of on-site sewage systems as a means of sewage disposal for some but not necessarily all building sites within this plat.

TPCHD Departmental Representative ________________________________ Date ________________

I hereby certify that all State and County taxes heretofore levied against the property described heron, according to the books and records of my office have been fully paid and discharged.

Assessor/Treasurer, Pierce County Washington

Attest ___________________________________________________________________
City Clerk

RECORDING CERTIFICATE

Filed for recording at the request of the City of Edgewood Council this ____ day of ________ , 20____, at ___ minutes past _____, and recorded in volume _____ of plats, page _______ records of Pierce County, Washington, Pierce County recording number _________________________.

DIVISION OF RECORDS AND ELECTIONS

_________________________                          ____________________________
Manager                                                  Superintendent of Records

LAND SURVEYOR'S CERTIFICATE

I hereby certify that this plat of ____________________ is based upon an actual survey and subdivision of Section _____, Township _______, Range _______, W.M., that the courses and distances are shown correctly thereon; that the monuments will be set and the lot and block corners will be staked correctly on the ground as construction is completed an that I have fully complied with the provision of the platting regulations.

_________________________________
(surveyor’s name)
Certificate No. ________

DEDICATION

KNOW ALL PEOPLE BY THESE PRESENTS that we, the undersigned owners of interest in the land hereby subdivided, hereby declare this plat to be the graphic representation of the subdivision made hereby, and do hereby dedicate to the use of the public forever all streets and avenues not shown as private hereon, and dedicate the use thereof for all public purposes not inconsistent with the use thereof for public highway purposes, and also the right to make all necessary slopes for cuts and fills upon the lots shown thereon in the original reasonable grading of said streets, and avenues, and further dedicate to the use of the public all the easements and tracts shown on this plat for all public purposes as indicated thereon, including but not limited to parks, open space, utilities and drainage unless such easements or tracts are specifically identified on this plat as being dedicated or conveyed to a person or entity other than the public in which case we do hereby dedicate such streets, easements, or tracts to the person or entity identified and for the purpose stated.

Further the undersigned owners of the land hereby subdivided waive for themselves, their heirs and assigns and any person or entity deriving title for the undersigned, any and all claims for damages against the City of
Edgewood, its successors and assigns to which may be occasioned by the establishment, construction, or maintenance of roads and/or drainage systems within this subdivision other than claims resulting from inadequate maintenance by the City of Edgewood.

Further the undersigned owners of the land hereby subdivided agree for themselves, their heirs and assigned to indemnify and hold the City of Edgewood, its successors and assigns, harmless from any damage, including any costs of defense, claimed by persons within or without this subdivision to have been caused by alterations of the ground surface, vegetation, drainage, or surface or surface water flows within this short subdivision or by establishment, construction or maintenance of the roads within this subdivision. Provided, this waiver and indemnification shall not be construed as releasing the City of Edgewood, its successors assigned, from liability for damages, including the cost of defense, resulting in whole or in part from the negligence of the City of Edgewood, its successors, or assigns.

This subdivision, dedication, waiver of claims and agreement to hold harmless is made with the free consent and in accordance with the desires of said owners.

IN WITNESS WHEREOF we set our hands and seals.

_____________________________________
Name

_____________________________________
Name

_____________________________________
Name

ACKNOWLEDGMENTS

State of Washington )
County of Pierce ) ss.

On this ____ day of _______________, 20___, before me personally appeared ________________________ and ________________________ to me known to be the ________________________ of the corporation that executed the within and forgoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that _______________ authorized to execute said instrument.

In witness whereof, I have hereunto set my hand and affixed my official seal the day and year first above written.

____________________________________
Notary Public
Dated: _____________________________
My appointment expires: ____________

2. Title Report or Plat Certificate

A current title report or plat certificate, obtainable from a title company, together with a copy of all easements and encumbrances, must accompany the final map. It verifies the owner(s), legal description,
and any encumbrance on the property. An updated title report may be required if the subdivision is not recorded within 30 days of the date of the plat certificate.

3. **Fees and Bonding**

Please see the City’s fee schedule at the time of application for the final subdivision fees. Please make check payable to the City of Edgewood. Any outstanding mitigation fees or bonds are also due at the time of final plat review.

4. **City Review**

Upon City review and approval of the final map, including compliance with all conditions of preliminary approval, a mylar formatted plat map, signed and notarized by the owner(s) shall be returned to the City for signatures.

5. **Final Recording**

Recording of the final plat is the responsibility of the applicant. To record, take the signed mylars to the Pierce County Annex, Office of the Auditor, Recording Department, Room 200 at 2401 South 35th Street, Tacoma, WA 98409. Pierce County Recording will retain one mylar. Return a copy with all signatures and the recording number, to the City for our records.