



# FINAL SUBDIVISION APPLICATION

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362  
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

file no. \_\_\_\_\_

The division or redivision of land into five or more lots, tracts, parcels, sites, or division for the purpose of sale, lease, or transfer of ownership. It is recommended that all applicants thoroughly review design standards, requirements, and the subdivision process in Chapter 16.08 of the Port Angeles Municipal Code. It is recommended that any interested party schedule a per-application meeting with DCED Staff, to review preliminary plat design and the subdivision process.

## REQUIRED APPLICATION MATERIALS CHECKLIST

- SUBF:** A completed final subdivision application
- Pre-application Materials:** Submit evidence of the pre-application review of subdivision proposal
- Final Plat:** 2 paper copies of the final plat for review prior to Mylar production
- Final Plat Checklist:** A complete checklist to ensure final plat meets requirements
- Digital Copy of Application Materials:** Please provide a digital copy of all materials

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ (Property Owner:  Yes  No)

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Representative (If other than applicant): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(If applicant, or applicant's representative, is not the owner, property owner acknowledgment of this proposed land use action must be provided)

## SUBJECT PROPERTY

Preliminary Subdivision File: \_\_\_\_\_

Proposed Subdivision Name: \_\_\_\_\_

Full Street Address: \_\_\_\_\_

Full Legal Description: \_\_\_\_\_

Parcel Number / ID: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Comp. Plan Designation: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_ ( Same as Applicant)

Property Owner Address: \_\_\_\_\_

(We) hereby certify under penalty and perjury of the laws of the State of Washington that I (we) are the owner(s) or authorized representative(s) of the owner of the above-described property and request that the short plat be approved. It is understood that willful misrepresentation of the information will terminate the application.

Date \_\_\_\_\_ Print Name \_\_\_\_\_ Signature ( Owner  Representative) \_\_\_\_\_

Notes:	
Fees: \$1,000 Final Plat Application	DATE STAMP



# FINAL PLAT CHECKLIST

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## FINAL SUBDIVISION PLAT CHECKLIST

- A minimum of two permanent plat control monuments with coordinates, to which all dimensions, bearings, azimuths and similar data on the plat shall be referred.
- Permanent monuments at all corners.
- Subdivision boundary lines, right-of-way lines, easements, lot lines with accurate dimensions, bearings or azimuths, radii, central angles, and lengths of all curves.
- Name and right-of-way width of each street. Any street not dedicated to the public must be so marked on the face of the plat (RCW 58.17.165).
- Location, dimensions and purpose of all easements.
- Identification of each lot and block with addresses shown on the lots.
- The required building setbacks and any existing buildings and/or major structures shall be shown for each proposed lot as well as their distances from property lines.
- Purpose for which sites, other than residential, are dedicated to the public or reserved for future development.
- The required building setbacks on each proposed lot.
- Location and description of all monuments.
- The title under which the subdivision is to be recorded, true north and grid north arrows, scale and legend.
- Legal description of the land to be platted.
- The legal description of the proposed lots.
- Certification by registered land surveyor as to the accuracy of plat and survey.
- Certificate by owner(s) containing the legal description of the land to be platted and dedicating roads, rights-of-way, easements and any sites for public purposes.
- Certification of approval by:
  - The Planning Commission
  - Director of Public Works and Utilities
  - Health Department (when required)
  - City Council
  - City Manager
  - City Clerk
  - Fire Chief
  - Community and Economic Development Director
  - City Attorney.
- Certification by the County Treasurer that all State and County taxes levied against the land to be subdivided have been paid in full.
- Certification of filing by County Auditor.
- If improvements are to be deferred rather than actually installed prior to final plat approval, the plat shall show a notation as follows: "No occupancy of dwelling units will be allowed until all roadway and utility improvements have been completed and approved by the City Engineer."