



Planning & Community
Development Department
1812 Main Street
Lake Stevens, WA 98258
(425) 377-3235
www.lake-stevens.wa.us

Office Hours

Monday - Friday
8:00am - 5:00pm

Plan Submittal
Accepted till 4:30pm

Planning & Community
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Municipal Code

Available online:
www.codepublishing.com/WA/LakeStevens/

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

Final Plats, Type V

What is a Final Plat?

A final plat is the subdivision map that is recorded with the County Assessor. Recordation of the plat is the act that formally creates the new lots. Because of its legal significance, a final plat must comply with strict standards such as being precise in the description of the property, lot lines, and easements. The final plat includes offers of dedication of property and/or easements to the public for roads, parks, native growth protection areas, and other public purposes. The final plat includes certificates that must be signed by the property owners, city and county officials, and the licensed surveyor that prepared the plat. When all certificates have been signed, indicating that the plat has met all of the requirements of local and state laws, it may be recorded.

Who Can I Talk to at the City of Lake Stevens Permit Center?

The **Planning Department** (425) 377-3235 coordinates the permit review process and would be your main point of contact. They are responsible for reviewing the final plat application for compliance with the standards of the land use code. They also coordinate the reviews with other city departments and governmental entities and utility organizations.

The **Public Works Department** (425) 377-3222 is responsible for reviewing civil design, such as roads, stormwater, and surveys. They are also responsible for reviewing your construction plans, specifications, and reports.

The **Building Official** (425) 377-3228 is responsible for reviewing structures for compliance with the *International Building Code (IBC)*. Their involvement is most prominent once you apply for a building permit. They review land use permit applications as early as possible to identify any conflicts with IBC regulations.

The **Fire Marshal** (425) 212-3042 reviews for fire safety and prevention, such as design of access for emergency vehicles and locations of fire hydrants.

When do I Submit My Final Plat?

Once public improvements have been constructed, inspected and approved by Public Works, you are ready to submit your final plat documents. This may be done concurrently with your request for inspections. However, if the inspections fail, or if it is apparent that not everything completed, your final plat request will be put on hold.

What is the Process for Final Plats? (See Chapter 14.18 LSMC)

Final Plat Review – For the application to be deemed complete, an itemized explanation of how each condition has been met is required. Once the application is complete, copies are forwarded to applicable City departments and other relevant agencies. The comments from these reviewers are compiled and coordinated by the Planner assigned to the case, who in turn notifies you of any outstanding issues.

Final Plat Drawings – Once all improvements have been satisfactorily constructed, appropriate performance securities have been executed and the conditions of approval have been met, the final plat is correct and in order, and any outstanding fees have been paid in full, the Planner will notify you to obtain (from your Engineer) a final copy of the final plat map (on print material acceptable to the Snohomish County Auditor's Office). At this stage, if not already done, you will need to submit your performance and maintenance securities. You will also need to go to the Snohomish County Treasurer's and Assessor's offices to pay your taxes. Once this is done, bring the final plat with all the required signatures to the Planning Department to obtain the necessary signatures from City officials.

Final Plat, Subdivisions – The process for formal subdivisions (10 lots or more) is the same as outlined above, with an added step of a public meeting before the City Council. All requirements must be met prior to going to the Council for their approval. The Planner will prepare a staff report and recommendation, which you will receive prior to the actual meeting.

This brochure is for informational purposes only and is not intended to replace adopted rules and policies of the City of Lake Stevens. Please consult Title 14 of the Lake Stevens Municipal Code or the Department of Planning and Community Development for actual regulations and requirements.

Recording – Once approved by staff (or Council, for formal subdivision), you will be contacted by City staff to schedule a meeting at the County Auditor’s Office for recording.

How Much Does a Final Plat Cost?

Please reference the current Land Use Fee schedule for application fees and impact fees.

Other Costs: There may be other costs associated with the permit review process. Some of the more costly items include fees for surveyors, engineers and planners you may hire and the cost of installing all required public improvements. The latter includes installing or widening public streets, sidewalks, street trees, parks, sewers, storm facilities and other utilities.

What Do I Need to Submit for a Complete Application?

A Land Use Development Application for Type V, 5 copies of the final plat, legal documents, performance and maintenance securities, and any other documentation necessary to demonstrate all the requirements of the plat approval have been met. Please reference the Final Plat Submittal Checklist for detailed submittal requirements.

What Are the Rules Governing Final Plats?

The specific rules are contained in Chapter 14.18 LSMC which is available on the City’s web site. The required contents of the final plat are identified in Section 14.18.040 LSMC. In essence, in approving the final plat, the City is certifying that all of the City’s requirements have been met, such as installing infrastructure improvements, landscaping, and warranting the quality of the work done. Once the final plat is recorded individual lots can be sold.

Snohomish County Auditor’s Requirements for Recording

In addition to City requirements for final plats, the Snohomish County Auditor’s Office has specific requirements that the final plat map must meet. Please check the Snohomish County website Auditor’s Department webpage for the most current recording requirements at: www1.co.snohomish.wa.us/Departments/Auditor/Divisions/Recording/PlatsAndLargeLotSubdivisionsChecklist for more information.

Where Can I Find Additional Information?

The Planning Department website has links to the City’s land use regulations (Title 14), application forms and informational brochures. Go to www.ci.lake-stevens.wa.us and follow the links to the Planning Department.