

FINAL SHORT PLAT CHECKLIST

Planning and Land Use

2224 104th Ave E

Edgewood, WA 98372

253.952.3299

comdev@cityofedgewood.org



The Final Short Plat application process is used to verify compliance with Edgewood Municipal Code [\(EMC\) Chapter 16.03](#).

- Final Short Plat applications must include a completed [Land Division Application](#)
- The applicant shall submit the final application with a name identical to the preliminary short plat.

Upload PDF copies of the drawings, reports, and documents to the City's Permit Portal. If submitting at City Hall, make an appointment with Front Counter staff, and provide all supporting documents in PDF format on a USB Drive.

Prior to Submittal:

- Receive City Engineer's Certificate of Improvements
- Complete the final survey and install monuments (show on final plat drawing)
- Complete review by the Pierce County Assessor Treasurer's office
- Include all referenced notations as prescribed in the preliminary approval decision, Edgewood Municipal Code, or state law on the final plat drawing
- Ensure that all conditions of approval have been satisfied as prescribed in the preliminary decision

Each Final Short Plat application packet shall include the following items as separate pages. Each document shall be named consistent with the checklist below. All documents submitted under this section shall contain the name of the short plat and the name and address of the applicant. If an item is not provided, the applicant shall specify the reason for omission at the end of this document. Failure to follow these guidelines will result in an incomplete application.

| | City Verified |
|--|--------------------------|
| 1 Survey Drawing (see Drawing Preparation on page 2) | <input type="checkbox"/> |
| 2 Legal Descriptions | <input type="checkbox"/> |
| 3 Lot Closure Report | <input type="checkbox"/> |
| 4 Plat Certification (<30 days old) | <input type="checkbox"/> |
| 5 Title Report (< 30 days old) | <input type="checkbox"/> |
| 6 Documentation of all Easements | <input type="checkbox"/> |
| 7 Bond Documents (prepared for final recording) | <input type="checkbox"/> |
| 8 Surface Water Maintenance Agreement | <input type="checkbox"/> |
| 9 HOA Contracts | <input type="checkbox"/> |
| 10 CC&Rs | <input type="checkbox"/> |
| 11 City Engineer's Certificate of Improvements | <input type="checkbox"/> |
| 12 Sewage Disposal Method (TPCHD Approval, or Letter of Sewer Availability) | <input type="checkbox"/> |
| 13 Certificate/ Letter of Water Availability | <input type="checkbox"/> |
| 14 Other drawings or documents as required for specific projects to fully demonstrate the scope of work and how it complies with EMC | <input type="checkbox"/> |

Document Components

1. **Survey Drawing-** A signed and notarized drawing prepared by a professional land surveyor. See drawing preparation instructions below.
2. **Legal Descriptions-** A geographic description of existing and proposed lots, including information about locations and boundaries of lots and any easements.
3. **Lot Closure Report-** A report generated in CAD that contains geometric information about the proposed lots and proves that they form closed shapes.
4. **Plat Certification-** This document is usually included as part of a title report or subdivision guarantee.
5. **Title Report-** A document containing information about the ownership and title of the properties, as well as tax information, sometimes also called a subdivision guarantee. Can be obtained from a title company.
6. **Documentation of all Easements-** This information may be included in the title report. If it is not, please provide a separate document detailing all easements present on the properties. Recorded easement information may be included in the title report as hyperlinks to Pierce County records. If it is not, please provide separate document(s) detailing all easements that exist on the properties.
7. **Bond documents-** If any site improvements are being bonded for, provide bond quantity amount and list the improvements that will be completed at a later date.
8. **Surface Water Maintenance Agreement-** Provide documentation outlining an agreement for the long-term maintenance of shared surface water facilities.
9. **HOA Contracts-** If a Homeowner's Association (HOA) is intended to be formed, please include the contracts.
10. **CC&Rs-** If an HOA is intended to be formed, please include the CC&Rs. If Covenants, Conditions & Restrictions are intended to be established, please include the proposed CC&R language.
11. **Sewage Disposal Method** Septic approval from Tacoma-Pierce County Health Department or letter of sewer availability from the appropriate service provider.
12. **Water Availability-** A letter from the appropriate service provider indicating that water service is available for the proposed site.
13. **City Engineer's Certificate of Improvements-** Certificate issued by the City's Engineering Department verifying that all required improvements have been constructed, inspected, and approved.

Drawing Preparation per [EMC 16.03.080](#)

The final short plat shall be prepared in accordance with the following requirements:

- A. The final short plat shall be prepared by a land surveyor licensed by the state of Washington, or a Washington State licensed engineer, as prescribed in [EMC 16.01.150](#).
- B. All signatures or certifications appearing on a final short plat shall be in reproducible black ink.
- C. The final short plat shall be an original that is legibly drawn in black ink and is suitable for producing legible prints through scanning, microfilming or other standard copying procedures. The short plat shall measure 18 inches by 24 inches and include the following: (listed #1-16 in [EMC 16.03.080](#))

Applicant shall provide a written description for the reason any item is not provided.

| Item | Reason for Omission |
|------|---------------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
| 12 | |
| 13 | |
| 14 | |