



Community Development Department

Building • Planning • Code Enforcement

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Woodland, WA 98674

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SUBDIVISION FINAL PLAT CHECKLIST

The following checklist identifies information to be included with the application for a Subdivision Final Plat. Please refer to the Woodland Municipal Code (WMC) Chapter 16.10 for more information. **All of the following information must be submitted and the application fees must be paid before the application is deemed complete.**

NOTE: please provide all documents in electronic format in addition to submitting paper copies

- Land Use application packet – complete and sign all forms as indicated:
 - Land Use Application form – applicant
 - Ownership Certification – owner(s)
 - Critical Areas Identification Checklist – applicant
 - Agreement to Reimburse - applicant
- Application fees – See the fee schedule. Payment may be made online or by check payable to “City of Woodland.” Additional fees will be charged if other applications are attached including SEPA Review, Critical Area Permit, Variance, etc.
- Other applicable fees, including but not limited to:
 - Inspection fees for such improvements as have been completed as required by WMC 16.12
 - Fees as prescribed by resolution for each street sign required by the Public Works Director
 - Street signs to be installed by the city
 - Deposit for estimated construction administration fees and inspection fees as determined by the Public Works Director (see WMC 19.02.120)
- An updated written narrative elaborating on the proposal, including All City Land Use Application numbers associated with this Final Plat
- Proposed Articles of Incorporation, Bylaws, and/or Covenants, Conditions, and Restrictions (CCRs) if applicable
- The original hard copy final plat drawing on mylar, accompanied by at least two (2) mylar copies and ***a minimum of ten (10) paper copies*** and all of the following documents:
 - A copy of any deed restriction and restrictive covenants proposed by the subdivider
 - Title report issued by a title insurance company showing all parties whose consent is necessary, their interest in the subject property and showing all encumbrances

(continued)

- “As-built” plans of any required improvements which have been completed or a guarantee that “as-built” plans will be submitted at a later date
- Complete survey with field and computation notes
- Plat performance bond or other security as outlined in WMC 16.12 if required improvements have not been completed
- Petition for creation of a proposed local improvement district unless the City Council agreed to create said district by resolution when it approved the preliminary plat
- The final plat drawing must:
 - Be drawn to the specifications and contain all the information required by WMC 16.18.070, including but not limited to:
 - Dimensions along each line of every lot in feet and decimals of a foot to the nearest hundredth, with the true bearings, and any other data necessary for location of any lot line in the field
 - All existing monuments of record, courses and distances necessary to re-stake any portion of the plat
 - Length and bearing of all straight lines, curves, radii, arcs and tangents of curves
 - All open spaces and facilities reserved for use of the subdivision residents and restrictions on their use, shown clearly and precisely on the face of the Final Plat
 - Front and street side yard setback lines for every lot in accordance with the setback requirements
 - A certificate from a registered land surveyor certifying that the boundaries of the land have been surveyed and that all distances and bearings on the plat are accurate
 - Conform to the preliminary plat approved by City Council, adhering to any conditions of approval
 - Slight deviation from the approved preliminary plat may be allowed by city staff if necessary due to unforeseen technical problems
 - Include all of the area shown in the approved preliminary plat
 - Include all formal, irrevocable offers of dedication and space for the applicable signatures as specified in WMC 16.18.070

The following items must also be submitted for final PURD approval (see WMC 16.22) :

- Covenants conforming to WMC 16.22.160
- Articles of incorporation and bylaws for the property owners’ association established pursuant to WMC 16.22.160
- Final floor plans of buildings for recreation use

Eight (8) full-size and eight (8) reduced (11” x 17”) folded and collated copies of the following information:

- Final site plan containing in final form all information required in the preliminary site plan
- Final landscaping plan if not included in the final site plan
- Final plat