



CITY OF MERCER ISLAND, DEVELOPMENT SERVICES GROUP

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Application for Final Plat Approval of a Formal/Long Subdivision

After approval of a formal/long subdivision's preliminary plat by the City Council, the Final Plat is the means by which the City approves the final plan for division of land into five or more lots, or the land to be divided is 4 acres or more. Once the preliminary plat for a long subdivision has been approved by the City Council the applicant has five years to submit a final plat meeting all requirements of MICC 19.08. This handout is a general guide to the Mercer Island City Code Subdivision Regulations contained in Chapter 19.08.

Filing Requirements:

- Filing Fee **see Development Application for fees**
- Each Amendment
- Application Form
- Compliance statement
- Final Plat (2 mylars, 4 paper copies, AutoCAD 14 disk) The mylars and copies shall be 18 inches by 22 inches in size allowing one-half inch for border. *Staff recommends submitting paper copies of the final plat for initial City staff review and feedback prior to submission of mylars for actual approval and signatures.*
- The index sheet (if more than one sheet) must show the entire subdivision, with street and highway names and block numbers. All sheets, including the index sheet, shall be the above specified size (18" X 22").
- Once the final plat formal is approved by the City Engineer, AutoCAD 14 or Arcview (Geo-referenced) files of the Final Plat must also be submitted on disk to the City's GIS Coordinator.
- Written verification by the applicant that all required plat improvements have been completed and approved by the City Engineer, or a performance bond or funds for a set-aside account in an amount equal to 150 percent of the cost of the required improvements as established by the City Engineer has been accepted and approved by the City Engineer.
- Written narrative indicating how the applicant has or will be addressing each of the conditions of approval placed on the subdivision.
- Written verification from a professional licensed surveyor that all property corners have been set.

- Plat Certificate. A plat certificate issued by a qualified title insurance company not more than 30 days before filing of the final plat showing the ownership and title of all parties interested in the plat. If the plat certificate references any recorded documents (i.e., easements, dedications, covenants, etc.) copies of those documents shall also be provided.
- Engineering drawings –“As Built” Drawings. A plan, profile and section drawing, prepared by a Washington licensed engineer showing all streets and other access ways, water, sewer, stormwater detention facilities, retaining walls, and rockeries within the subdivision at a scale of one inch equal to 40 feet or less on a standard sheet 24 inches wide and 36 inches long.

Data to be Shown on Final Plat:

- Identification and description (MICC 19.08.050(C)(1)):**
 - a. Name of the long subdivision.
 - b. A statement that the long subdivision has been made with the free consent and in accordance with the desires of the owner or owners.
 - c. Location by section, township and range, or by other legal description.
 - d. The name and seal of the registered engineer or the registered land surveyor.
 - e. Scale shown graphically, date and north point. 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. Where there is a difference between the legal and actual field distances and bearings, both distances and bearings shall be shown with the field distances and bearings shown in brackets.
 - f. A description of property platted which shall be the same as that recorded in preceding transfer of said property or that portion of said transfer covered by plat. Should this description be cumbersome and not technically correct, a true and exact description shall be shown upon the plat, together with original description. The correct description follow by the words: “The intent of the above description is to embrace all the following described property.”
 - g. A vicinity map showing the location of the plat relative to the surrounding area.
- Delineation (MICC 19.08.050(C)(2)):**
 - a. Boundary plat, based on an accurate traverse, with angular and lineal dimensions.
 - b. Exact location, width, and name of all streets within and adjoining the plat, and the exact location and widths of all roadways, driveways, trail easements. The name of a street shall not duplicate that of any existing street in the city, unless the platted street is a new section or continuation of the existing street.
 - c. True courses and distances to the nearest established street lines or official monuments, which shall accurately describe the location of the plat.
 - d. Municipal, township, county or section lines accurately tied to the lines of the subdivision by courses and distances.
 - e. Radii, internal angles, points of curvature, tangent bearings and lengths of all arcs.
 - f. All easements for rights-of-way provided for public services or utilities. Utility easements shall be designated as public or private.

- g. 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. The square footage for each lot less vehicular easements shall be shown.
- h. Accurate location of all monuments, which shall be concrete commercial monuments four inches by four inches at top, six inches by six inches at bottom, and 16 inches long. 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 are required by the engineer.
- i. All plat meander lines or reference lines along bodies of water shall be established above the ordinary high water line of such water.
- j. Accurate outlines and legal description of any areas to be dedicated or reserved for public use, with the purpose indicated thereon and in the dedication; and of any area to be reserved by deed covenant for common uses of all property owners.
- k. Building pads that meet the requirements of Chapter 19.07 MICC, Critical Areas, accurately shown with dimensions.
- l. Critical slopes and watercourses as identified under Chapter 19.07 MICC.



Other Marginal Data on Final Plat (MICC 19.08.050(C)(3)):

- a. If the plat is subject to dedications to the city or any other party, the dedications shall be shown and shall be duly acknowledged. The plat shall also contain a waiver of all claims for damages against the city, which may be occasioned, to the adjacent land by the established construction, drainage and maintenance of any streets dedicated to the city.
- b. A copy of the protective covenants, if any.
- c. Certification by Washington registered civil engineer or land surveyor to the effect that the plat represents a survey made by that person 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 the city engineer and the mayor, on behalf of the city council, in the case of a long subdivision with space for signatures.
- e. Certificates by the county assessor showing that the taxes and assessments on the land to be submitted have been paid in accordance with law, including a deposit for the taxes for the following year.
- f. Approval by the county department of records.

Hold Harmless (MICC19.01.060):

The owner of property for which a development¹ proposal is submitted, except a public right-of-way or the site of a permanent public facility, shall file an agreement approved by the city and recorded with the King County records and elections division prior to the issuance of any development permit. Said agreement shall be in a form approved by the city attorney, shall hold harmless and indemnify the city and its employees from and

¹ MICC 19.16.010 Defines development as The alteration of the natural environment through: a. The construction or exterior alteration of any building or structure, whether above or below ground or water, and any grading, filling, dredging, draining, channelizing, cutting, topping, or excavation associated with such construction or modification. b. The placing of permanent or temporary obstructions that interfere with the normal public use of the waters and lands subject to this code. c. The division of land into two or more parcels, and the adjustment of property lines between parcels.

against any liability for damages to persons or property as the result of construction or other action undertaken by the applicant on the subject property, and shall run with the land for a period of at least three years from completion of the work and be binding on the applicant and his/her successors and assigns.

Required Signatures:

1. The city engineer shall check the final plat and shall sign it when satisfied that it meets the requirements of MICC 19.08, adequately addresses sewage disposal and water supply, and complies with all conditions placed on the preliminary plat approval.
2. After the city engineer has signed the final plat, it shall go to the mayor, on behalf of the city council, in the case of a long subdivision, or the code official in the case of short subdivisions and lot line revisions, for final signature.
3. Each long subdivision plat submitted for final signature shall be accompanied by the following recommendations for approval or disapproval:
 - a. Planning commission as to compliance with all terms of the preliminary approval of the proposed subdivision.
 - b. City engineer as to the requirements of MICC 19.08.050 (A)(2). The city engineer's signature on the final plat shall constitute such recommendation.

Final plats shall be approved, disapproved, or returned to the applicant within 30 days from the date of filing, unless the applicant consents to an extension of such time period.

Recording of the Final Plat:

1. When all signatures have been obtained, the city will transmit the 2 mylars and 3 paper copies via U.S. mail to King County for recording or the applicant may sign a waiver and personally deliver the mylars to King County for recording. The applicant is responsible for the cost of recording the final plat documents.
2. The recording of the final plat with the county department of records shall constitute the official approval of the subdivision, and lots may not be legally sold until the plat has received its recording number.
3. After the final plat has been recorded, one original recorded plat mylar and one paper copy shall be returned to the city engineer and filed as the property of the city.

Contents of the Final Plat:

All final plats submitted to the city shall meet the requirements set out in Chapter 58.09 RCW, Chapter 332-130 WAC, and those requirements set out in MICC 19.08.