



SUBMITTAL REQUIREMENTS

FOR

FINAL SUBDIVISION PLAT APPLICATION

The following is a checklist of the required information for submitting a FINAL SUBDIVISION APPLICATION. Applications will not be processed until all of the following material is submitted and determined technically complete. (BGMC 16.120.040, 16.120.050 & 17.200.050)

- FILING FEE of \$_____, based on _____ of Construction Cost \$_____ AND STAFF REVIEW TIME AT COST RECOVERY RATES PAID PRIOR TO SIGNING OF MYLAR
- BREAKDOWN OF DETAILED AND ITEMIZED CONSTRUCTION COSTS certified by the contractor or design engineer.
- DEDICATION on the face of the plat bearing the typed or printed names of all persons having an interest in the subdividing land, signed by the persons and acknowledged by them before a notary public, consenting to the subdivision and reciting a dedication by them of all land shown on the plat to be dedicated for public uses, and a waiver by them and their successors of all claims for damages against any governmental authority arising from the construction and maintenance of public facilities and public property within the subdivision. (*Pursuant to RCW 58.17.165, it is permitted that if the dedication requires multiple signatures that may not adequately fit on the plat, the following language may be added to this dedication: "All parties of interest have signed a separate dedication document recorded with this plat as per RCW 58.17.165".*)
- CERTIFICATE OF PLATTING (Title Report) that the title of the lands as described and shown on said plat is in the name of the owners signing the certificate or instrument of dedication, including a statement that the subdivision or short plat has been made with the free consent and in accordance with the desires of the owner or owners.
- DOCUMENTATION FROM CLARK COUNTY TREASURER that all current year taxes have been duly paid. (After May 1st of each year, evidence of taxes paid one year in advance.)

- AN ACCEPTABLE SURETY guaranteeing the construction of such improvements shall be submitted in a form acceptable to the city attorney and in an amount and with sureties commensurate with improvements to be completed plus an additional 25% (**125% of approved construction cost**), securing to the city the construction and installation of the required improvements within a time fixed by the Community Development Director, which shall include a reasonable amount of time to complete said improvements but shall not exceed 18 months. Such guarantee shall be in the form of an escrow account, letter of credit or other form acceptable to the Community Development Director that provides the city with the necessary funds to complete the improvements should they not be constructed within the required time frame.
- A MAINTENANCE BOND in the amount of 20% retainage of the actual construction cost to the City for a two-year period after construction of the improvements is approved and accepted by the City, securing to the City the maintenance, and /or installation of any corrections, which must be made to the subdivision development.
- ENGINEERING PLANS
 - 4 COPIES OF “AS BUILT” IMPROVEMENT DRAWINGS, if improvements are complete and have been accepted by the City, or,
 - 3 COPIES OF SIGNED ENGINEERING DRAWINGS if construction is not complete, OR
 - PRELIMINARY ENGINEERING DRAWINGS, if Engineering Plans have not been approved. If submitting preliminary engineering drawings, refer to the **“Submittal Requirements for Engineering Review”, for specific quantities and documents required and attach with this application.**
- COMPUTATION DATA for all lots, streets, and easements located within the plat.
- FINAL PLAT DRAWINGS (three copies) that include the items listed in BGMC 16.120.040 (attached).
- ONE REDUCED SIZE COPY of Subdivision Plat (8 ½” x 11” or 11” x 17”).

******* THIS SUBMITTAL REQUIREMENT LIST MUST BE SUBMITTED WITH APPLICATION *******