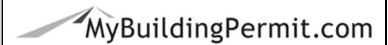


FINAL SHORT PLAT

**Physical Address:**

Auburn City Hall Annex, 2nd Floor
1 E Main St

Mailing Address:

25 W Main St
Auburn, WA 98001

Phone and Email:

253-931-3090
permitcenter@auburnwa.gov

Apply Online: www.MyBuildingPermit.com

Select: Auburn | Land Use | New | None |
Short Plat - Final

INFORMATION SHEET

What is an Final Short Plat?

A Final Short Plat approval is required at the end of the subdivision review process when it achieves the following conditions:

1. Conformance with all terms within the approved preliminary plat;
2. Completion of required facilities and improvements in effect at time of preliminary plat approval;
3. Conformance with RCW 58.17 and all other applicable state and local laws in effect at time of preliminary plat approval;
4. Receipt of all required certificates and statements of approval.

Final Short Plat approval serves as a direct prerequisite for recording of the subdivision by the appropriate county office. Lots cannot be sold before Final Short Plat recording. Per ACC 14.03.030, Final Short Plats are processed as a Type I decision.

What does Type I refer to?

Type I decisions are administrative decisions made by the City which are not subject to environmental review under the State Environmental Policy Act (SEPA) codified at Chapter 43.21C RCW.

When can/should I submit a Final Short Plat application?

An application for Final Short Plat may be filed by the property owner or the property owner's representative, but **ONLY** after preliminary short plat approval has been granted by the Planning Director and all conditions of Preliminary Short Plat approval have been completed.

How long before I am notified if my application is complete?

Within 28 calendar days of receiving your application, City staff will determine if the application is complete based on the attached checklist. If your application is complete you will be notified by City staff. If your application is not complete, you will be notified by City staff detailing required information to make your application complete.

How long before I know if the Final Short Plat has been approved (with or without conditions) or denied?

Unless otherwise agreed upon, the City will issue a decision on the Final Short Plat within 30 days of receiving the Final Plat per RCW 58.17.140.

What if State, County, and/or City statutes regarding required improvements and other applicable standards for Final Short Plats have changed between Preliminary and Final Short Plat approval?

The conditions for Final Short Plat approval are contingent upon state and local laws in effect at the time of preliminary plat approval. Amendments to City-required improvements are not retroactively applicable unless the owner/developer chooses to and the City Engineer agrees to supplant the standards current at time of preliminary plat approval with the current standards for Final Short Plat approval.

What improvements are required to be completed for the Final Short Plat?

Improvements required for final short plat approval vary on a case-by-case basis and will be enumerated in the conditions of Preliminary Approval. Per [ACC 17.14.070](#), the following are the minimum improvements required to be completed:

1. Drainage facilities and erosion control measures consistent with the approved plans;
2. Water mains, services, and hydrant installed, operational, and fire flow available, if required, consistent with the approved plans;
3. Underground electrical and telecommunication improvements required for all public or private utilities and public illumination or traffic signal systems, if required, consistent with the approved plans;
4. Sewer facilities installed and operational, if required, consistent with the approved plans;
5. All curbs and gutters installed in all streets within the subdivision or short subdivision consistent with the approved plans;
6. All streets paved up to the final lift of pavement to all lots within the subdivision or short subdivision, consistent with the approved plans;
7. Street name signage installed consistent with the approved plans;
8. Specific site improvements required by the preliminary plat approval ordinance or preliminary short plat approval decision, if the decision requires completion prior to plat recording;
9. Delineation of critical areas that are to remain undeveloped and protected by easement or placement in a separate tract pursuant to ACC Title 16 (Environment);
10. Temporary control monuments set by a land surveyor licensed in the state of Washington, located in conformance with this title, and in place prior to final approval of the subdivision or short subdivision. Permanent monuments and control points shall be set and verified by a land surveyor licensed in the state of Washington within 90 days of the final lift of pavement; and
11. Improvements without which the director determines a safety hazard would exist.

For additional and more specific requirements, please see [Chapter 17.14 ACC](#).

If the required improvements have not been completed for Final Short Plat approval, the City must be in receipt of an assignment of funds, an irrevocable letter of credit, guarantee bond, or other similar security satisfactory to the City Engineer, in which assurance is given to the City that the installation of the remaining required public improvements will be carried out.

How long before I can reclaim the financial security guaranteeing the construction of improvements?

Per [ACC 17.12.080](#) the City will release the guarantee upon receipt of a properly executed bill of sale for the improvements and adequate record drawings for which the guarantee was submitted.

An amount equivalent to ten percent (10%) of the value of the public improvements, however, will be retained by the city for a minimum of one year from the date the City Engineer certifies the completion of the plat improvements to ensure the adequate operation of such improvements, following which any unused portion of the guarantee shall be released.

When can I start building after Final Short Plat approval?

No building permit for a structure other than a temporary contractor's office or temporary storage building can be issued for a lot or parcel within an approved final short plat prior to a determination by the fire marshal that adequate fire protection for construction needs exists.

Model home are not allowed for short plats.

How long are the terms of the Preliminary Short Plat valid for?

The zoning ordinance and regulations in effect at the time of preliminary plat approval will remain in effect for the Final Short Plat for a period of five years unless the hearing examiner finds that a change in conditions creates a serious threat to the public health or safety in the subdivision. A plat granted preliminary approval, but not filed for final short plat approval within the applicable time period or extended time period, shall be null and void. Reference [ACC 17.09.110](#).

Final Short Plat – Submittal Checklist

What is required to be uploaded to www.MyBuildingPermit.com?

- ☐ [Owner Authorization Form\(s\)](#) for all owners involved.
- ☐ **Time Extension Agreement** inclusive of all required signatures, if applicable.
- ☐ **Title Report** for all properties involved in the Final Short Plat, dated within 30 days prior to the application date.
- ☐ **Lot Closure Report**
- ☐ **Final Short Plat Drawing** prepared by a Licensed Land Surveyor in the State of Washington that includes all certifications, dedications, and requirements of the Final Short Plat Map. The following information and graphic features must be shown on the drawing:
 1. The name of the subdivision, together with the words “Final Short Plat”;
 2. Name, stamp, and signature of the Professional Land Surveyor, licensed in the State of Washington, who prepared the final short plat drawing together with their addresses, e-mails, and phone numbers;
 3. Name, address, e-mail, and phone number of the applicant;
 4. Name, address, e-mail, and phone number of each property owner;
 5. Section, Township, and Range of the subdivision;
 6. Legal description; and land use;
 7. A table depicting the address for each lot within the subdivision;
 8. Date plan was prepared and space for revision dates for subsequent resubmittals;
 9. Certification Block for the City Engineer, Planning Director, Assessor, and Recorder of the County, as provided in ACC 17.09.079;
 10. Numeric scale, graphic scale, basis of bearing, and true north point;
 11. Boundaries of the subdivision indicated by heavy line, referenced to city datum, based on an accurate transverse, described by angular and linear dimensions and bearings, and tied to municipal, township, county, or section lines by distances and courses;
 12. Location of existing section and municipal corporation boundary lines lying within or adjacent to the proposed subdivision;
 13. True course and distances to the nearest established street lines, section, or quarter section corner monuments to accurately locate the subdivision;
 14. Boundaries and accurate dimensions to the nearest hundredth-foot for all lots and tracts;
 15. Identifications for all lots (lot numbers) and tracts (tract letters);
 16. Location of each permanent control monument at every controlling corner of the subdivision boundaries, street centerline intersection, point of curvature (PC), point of tangency (PT), and point of reverse curve (PRC);
 17. Complete survey encompassing the following: radii, internal angles, points of curvature, tangent bearings, arc lengths, and all other necessary field notes and calculations;
 18. Meander/reference lines along bodies of water, if applicable, established above, but not further than 20 feet from the high water line of such body;
 19. Location, widths, and assigned names of all streets, alleys, public ways, and private streets within or adjacent to the plat;
 20. Location of all physical and legal description encroachments affecting the boundary between the plat and the adjoining parcels. Encroachments may be from the plat onto the adjoining parcels or vice versa;
 21. Location, width, and purpose of easements for existing structures;
 22. Location, width, and purpose of easements and dedications, including, but not limited to: rights-of-way, public and private services and utilities; stormwater quality and detention facilities, flood hazards, geological hazards (seismic, steep slope, landslide, erosion), groundwater protection areas, streams, significant trees, wetlands, and wildlife habitat.
 23. Location and height of fences, walls, and other occupation features.

- ☐ **Approved Preliminary Plat Map**
- ☐ **Covenants, Conditions & Restrictions (CC&Rs)** containing all applicable restrictions and conditions, if any, at the discretion of the property owner, to be imposed on lots and tracts within the short plat. Also, provide accurate outlines/purposes of use for any areas reserved by deed covenant for common use of owners of property within subdivision.
- ☐ **Certificates of Improvements** signed by the City Engineer. If the application is submitted without the Certificate of Improvements, staff will still complete reviews however, the application “incomplete” until the Certificate of Improvements has been provided.

PDF Requirements: All documents shall be submitted in unsecured and flattened PDF format. Each document shall be uploaded as a separate PDF file and clearly named by document title; common acronyms are okay (e.g., SSP – Stormwater Site Plan/Report, Geotech – Geotechnical Report, TIA – Traffic Impact Analysis/Study/Memo, CAR – Critical Areas Report).

Example: Smith Building – Prelim SSP.pdf

PLEASE NOTE: Applicants are responsible for complying with all City Codes and ordinances and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.