



FINAL PLAT/ SHORT PLAT/ BSP REVIEW

Liberty Lake Planning & Building Services
22710 E. Country Vista Drive, Liberty Lake WA 99019
Phone: (509) 755-6707 Fax: (509) 755 6713
Website: www.libertylakewa.gov

Review of a Final Plat, Short Plat, or BSP shall be processed administratively using the submissions and approval criteria in Development Code Article 10-4D. All Final Plats, Short Plats, and BSP's shall comply with RCW 58.17 or other applicable state laws and the City Municipal Code.

APPLICATION - PART 1

ANSWER THE FOLLOWING, AS APPLICABLE (ANSWER N/A IF NOT APPLICABLE)

APPLICANT 1:

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

APPLICANT 2:

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

AGENT/ CONSULTANT/ ATTORNEY: (mandatory if primary contact is different from applicant or property owner)

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

PROPERTY OWNER:

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

PROPERTY OWNER 2 : (if more than two property owners attach additional info/signature sheets)

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

The above signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the above listed agent/consultant/attorney to act as our agent with respect to this application.

Plat / SP/ BSP Name & File Number: _____

Parcel Number(s) of Project: _____

Preliminary Plat / SP/ BSP Approval Date: _____

Plat / SP/ BSP Expiration Date: _____

Total Number of Approved Lots: _____

Is the Project Phased: YES NO Phase Number / Addition: _____

Final Plat / SP/ BSP Data (Density N/A for BSP's)

Number of Lots / Parcels: _____ Gross Area (acres): _____

Largest Lot Size (sq. ft.): _____ Smallest Lot Size (sq. ft.): _____

Minimum Lot Frontage / Front Lot Line Width: _____

Maximum Lot Depth: _____

(Density Calculations are for Residential & Mixed Use Only)

Gross Density : _____ Net Density*: _____

Average Net Density for Entire Development (*Residential & Mixed Use Only*): _____

* Net density is units or lots per acre minus the area public or private right of way, parks, common open space, and any other nonresidential use.

Net Density= Total Lots/(Gross area of site - right of way, parks, common open space, and any other nonresidential use)

Gross density is units or lots per acre.

Gross Density= Total Lots/ Gross area of site

Example: 500 lots on 150 acres with 30 acres of right of way and parks

Net density = 500 / (150-30) = 4.16 units per acre, Gross density = 500 / 150 = 3.33 units per acre

Is Dedication of Land for Public Use Proposed? (STREETS, PARKS, OPEN SPACE, SCHOOLS): YES NO

If Yes, Explain: _____

Utility Companies / Districts to Provide Service to this Proposal:

School District: _____

Fire District: _____

Sewer Purveyor: _____

Water Purveyor: _____

Electricity: _____

Gas: _____

Phone: _____

Cable: _____

Will the Development Have a Homeowners Association / Property Owners Association: YES NO

APPLICATION - PART 2

THE ITEMS BELOW MUST BE SUBMITTED WITH YOUR APPLICATION, AS APPLICABLE:

- APPLICATION FORM & FEES**
Submit completed application on the attached form with all signature blocks completed and non-refundable application fees (contact Planning & Building Services for a copy of the current fee schedule). *Acceptance of the application and fees does not guarantee approval of the Final Plat, Short Plat, or BSP.*
- AGREEMENT TO PAY FEES**
- COPY OF FINAL PLAT/ SHORT PLAT/ BSP CONDITIONS OF APPROVAL**
- CIVIL PLANS (STREETS, GRADING, DRAINAGE, & UTILITIES)**
May be submitted prior to Final Plat/ Short Plat/ BSP Map Submittal; however Final Plat/ Short Plat/ BSP Map & supporting documents must be submitted prior to Civil Plan approval.
Submit **1** full size set and **1** .pdf (on CD). Civil plans shall include:
 - a. City Street Standards submittal requirements
 - b. Street trees located and selected in accordance with the Development Code
 - c. Street signs located and selected in accordance with the Development Code and the City Street Standards
 - d. Street lighting located and selected in accordance with the Development CodeThe sewer and water plan mylar shall be submitted for City review and signature.
- GEOTECHNICAL LETTER -For plats and short plats *ONLY***
If required by the Community Development Director, a geotechnical letter shall be supplied that lists the soil types within the development site and provides a schematic map identifying soil type areas. The letter must be prepared by a qualified engineer.
- PLAT / TITLE CERTIFICATE** - Submit **1** hard copy and **1** .pdf (on CD)
Current title certificate (less than 30 days old) from a recognized title company, showing interest of the person(s) signing the plat and showing all restrictions encumbering the land.
- FINAL PLAT / SHORT PLAT** - *For plats and short plats **ONLY***
Submit **1** full size map and **1** .pdf (on CD). Maps shall be submitted in a format acceptable to the Spokane County Auditor and shall include:
 - a. Name of subdivision, file number, date, north arrow, and scale of drawing,
 - b. Development boundary shown on map, a legal description of the site, and location by section, township, and range,
 - c. Information on designer, and engineer or surveyor, and the date of the survey. The final plat, BSP, or short plat shall contain an affidavit by the surveyor who surveyed the land, represented on the plat, BSP, or short plat in the form of a surveyor's certificate acknowledging that the land was correctly surveyed and marked with proper monuments as provided by RCW 58.17, and indicating the initial point of the survey, and giving the dimensions and kind of such monument, and its reference to some corner established by the U.S.Geological Survey or giving two or more permanent objects for identifying its location,
 - d. The location and widths of streets, alleys, rights-of-way, easements, parks, trails, tracts, and other open spaces within the development and those existing immediately adjacent to the development shall be shown and labeled. Areas dedicated to the public shall be labeled as such,
 - e. Lot, block, dimensions, area calculation in square feet, and building setbacks for all lots with addresses obtained from the City and drafted on map,
 - f. Appropriate utility easements and existing structures that will remain on site shall be shown,
 - g. Layout and names of adjoining subdivisions, replats, BSPs, etc. shall be shown with a dashed line within and adjacent to the development boundary,
 - h. Plat restrictions required as conditions of preliminary plat, BSP, or short plat approval shall be shown,
 - i. All special statements of approval required from governmental agencies, including those pertaining to flood hazard areas, shorelines, critical areas, and connections to adjacent state highways shall be shown,

- j. A notarized certification by the owner(s) as shown on a current plat certificate shall be provided dedicating streets, areas intended for other public use, and granting of easements indicated on final plat, or short plat,
- k. Signature blocks for the agencies and parties listed in Development Code Section 10-4D-3, subsection B, shall be included on the first page,

- For plats, the following signatures, as applicable, shall be on the face of the plat.

1. Property Owners of Record
2. Spokane County Auditor's Certificate
3. Surveyor's Certificate
4. City of Liberty Lake

This plat was approved and accepted by the City of Liberty Lake of Spokane County, Washington, on this _____ day of _____, 20_____.

Mayor, City of Liberty Lake

5. City of Liberty Lake Planning and Community Development

Examined and approved this _____ day of _____, 20_____.

Community Development Director

6. City of Liberty Lake Engineer

Examined and approved this _____ day of _____, 20_____.

City of Liberty Lake Engineer

7. Spokane County Assessor
8. Spokane County Treasurer

- For short plats, the following signatures, as applicable, shall be on the face of the plat.

1. Property Owners of Record
2. Spokane County Auditor's Certificate
3. Surveyor's Certificate
4. City of Liberty Lake Community Development

Examined and approved this _____ day of _____, 20_____.

Community Development Director

5. City of Liberty Lake Engineer

Examined and approved this _____ day of _____, 20_____.

City of Liberty Lake Engineer

6. Spokane County Assessor
7. Spokane County Treasurer

- l. A Spokane County Auditors Certificate shall be drafted on each page of the final plat or short plat;
- m. A dedication with content supplied by the City / identified in the Conditions of Approval for the development shall be drafted on the first page of the final plat / short plat and a lot or parcel, block, and address chart shall also be included on the final plat / short plat;
- n. Identification of the drawing as a "final plat or final short plat", as applicable and the drawing shall contain a border size as required by the Spokane County Auditors office, and
- o. Other information, as deemed appropriate by the Community Development Director;

□ **FINAL BSP - For Binding Site Plan ONLY**

Submit 1 full size map and 1 .pdf (on CD). Maps shall be submitted in a format acceptable to the Spokane County Auditor and shall include:

Mapping Requirements.

- a. All monuments found, set, reset, replaced or removed, describing their kind, size and location and giving other data relating thereto;
- b. Bearing trees, corner accessories or witness monuments, basis of bearings, bearing and length of lines, scale of map and north arrow;
- c. Any other data necessary for the intelligent interpretation of the various items and locations of the points, lines and areas shown;
- d. Ties to adjoining surveys of record.
- e. The allowable error of mathematical closure for the final BSP map shall not exceed one foot in eighty thousand feet or 0.04 foot, whichever is greater.
- f. Bearings and lengths are to be shown for all lines; no ditto marks are to be used.
- g. Arrows shall be used to show limits of bearings and distances whenever any chance of misinterpretation could exist.
- h. Plat boundary and street monument lines having curves shall show radius, arc, central angle and tangent for each curve and radial bearings where curve is intersected by a nontangent line. Spiral curves shall show chord bearing and length.
- i. Lots along curves shall show arc length along curve and radial bearings at lot corners. If a curve table is provided, it shall show angle for each segment of the curve along each lot, arc length, tangent length, and radius. Radial bearings along lot lines will not be required.
- j. All dimensions shall be shown in feet and hundredths of a foot. All bearings and angles shall be shown in degrees, minutes and seconds.
- k. When elevations are needed on the final BSP, permanent bench mark(s) shall be shown on the final plat in a location and on a datum plane approved by the City Engineer.
- l. The final BSP map shall indicate the actual net area for each platted lot exclusive of the right-of-way. Lots one acre and over shall be shown to the closest hundredth of an acre, and all other lots shall be shown in square feet.

Contents of Final Binding Site Plan.

- a. The final binding site plan shall be a legibly drawn, printed, or reproduced permanent map, twenty-four by thirty-six inches. A two-inch margin shall be provided on the left edge, and a one-half-inch margin shall be provided at the other edges of the plat. If more than one sheet is required, each sheet shall show sheet numbers for the total sheets.
- b. The binding site plan file number; location by section, township and range shall be shown.
- c. The scale shall be fifty or one hundred feet to the inch. If approved by the City, an appropriate scale may be used which does not exceed 1"=200', provided a 1"=400' reduced copy is also submitted.
- d. A distinct wide boundary line shall delineate the boundary of the binding site plan.
- e. Any lot(s) being finalized shall be numbered consecutively, and the size of those lots shall be indicated on the final binding site plan.
- f. The location and widths of streets, alleys, rights-of-way, and easements within the binding site plan and those existing immediately adjacent to the binding site plan shall be shown. A statement dedicating any required right-of-way shall appear on the face of the final binding site plan.
- g. The layout, lot and block numbers, and dimensions of all lots shall be shown.
- h. The location and dimensions of any common areas within the final binding site plan, and a description of the purpose thereof.
- i. Layout and names of adjoining subdivisions and replats shall be shown with a dashed line within and adjacent to the binding site plan boundary.
- j. Street names shall be shown.
- k. Street addresses for each lot shall be shown.
- l. Restrictions required as conditions of preliminary approval shall be shown.

- m. Appropriate utility easements shall be shown, if lots are being created.
- n. Any special statements of approval required from governmental agencies, including those pertaining to flood hazard areas, shorelines, and connections to state highways shall be shown.
- o. Any streets not dedicated to the public shall be clearly marked and named per City standards.
- p. A notarized certification by the owner(s) shall be provided dedicating streets, areas intended for other public use, and granting of easements for slope and utilities.
- q. A certification signed by a licensed professional land surveyor registered stating that, where required, the final binding site plan was surveyed and prepared by himself/herself, or under his/her supervision, that the binding site plan is a true and correct representation of the subject land, and that monumentation have been established as required by City standards.
- m. Signature blocks for the agencies and parties listed in Development Code Section 10-4D-13, subsection T, shall be included on the first page,
 - For BSP's, the following signatures, as applicable, shall be on the face of the plat.
 1. Property Owners of Record
 2. Spokane County Auditor's Certificate
 3. Surveyor's Certificate
 4. City of Liberty Lake Community Development
 Examined and approved this _____ day of _____, 20_____.

 Community Development Director
 5. City of Liberty Lake Engineer
 Examined and approved this _____ day of _____, 20_____.

 City of Liberty Lake Engineer
 6. Spokane County Assessor
 7. Spokane County Treasurer

RECORD OF SURVEY - For Binding Site Plan *ONLY* (Subsequent to Final BSP Approval)

A record of survey may be filed subsequent to the recording of a final binding site plan to establish lots within the boundaries of the final binding site plan, consistent with the Preliminary Binding Site Plan approval, conditions, and expiration provisions.

Submit **1** full size map and **1** .pdf (on CD). Maps shall be submitted in a format acceptable to the Spokane County Auditor and shall include:

- a. The survey shall be of a size required by the county auditor. If more than one sheet is required, each sheet shall show sheet numbers for the total sheets.
- b. The binding site plan file number shall be referenced.
- c. The scale shall be fifty or one hundred feet to the inch. If approved by the City, an appropriate scale may be used which does not exceed 1"=200', provided a 1"=400' reduced copy is provided.
- d. A distinct wide boundary line shall delineate the boundary of the lot(s) being created. The boundary of the binding site plan shall be indicated and any lot(s) that have been created by filing of the final binding site plan and/or record of survey.
- e. Each lot shall be numbered consecutively, and the size of each lot shall be indicated on the record of survey.
- f. The location and widths of streets, alleys, rights-of-way, and easements within the binding site plan and those existing immediately adjacent to the lot being created shall be shown.
- g. Street names shall be shown.
- h. Street addresses of each lot shall be shown.
- i. Restrictions required as conditions of preliminary approval shall be shown.
- j. Appropriate utility easements shall be shown.
- k. Certification of the licensed professional land surveyor.

- l. Illustrate any existing buildings located on the lot which is being created.
- m. Provide an amendment history chart.
- n. Signature blocks for the agencies and parties listed in Development Code Section 10-4D-13, subsection V, shall be included on the first page,
 - For ROS, the following signatures, as applicable, shall be on the face of the ROS.
 1. Property Owners of Record
 2. Spokane County Auditor's Certificate
 3. Surveyor's Certificate
 4. City of Liberty Lake Community Development

Examined and approved this _____ day of _____, 20_____.

Community Development Director

SEWER & WATER CERTIFICATION

Certification by the City or service district, as applicable, that water and sanitary sewer service is available to each and every lot or parcel depicted on the plat, BSP, or short plat

LETTERS OF EASEMENT ACCEPTANCE FROM UTILITY COMPANIES

- a. Phone Purveyor
- b. Electricity & Gas Purveyor
- c. Cable Purveyor
- d. Sewer Purveyor
- e. Water Purveyor

WATER PLAN AND EMERGENCY ACCESS APPROVAL LETTER FROM FIRE DISTRICT

ADDITIONAL DOCUMENTS

Copies of all recorded homeowners association or property owners association Covenants, Conditions, and Restrictions (CC&R's); deed restrictions; private easements and agreements (e.g., for access, common areas, parking, etc.); and other recorded documents pertaining to common improvements recorded and referenced on the plat

LETTER DOCUMENTING COMPLIANCE WITH THE REQUIREMENTS OF CITY DEVELOPMENT CODE SECTION 10-4D-7(B) - APPROVAL CRITERIA - For plats and short plats ONLY

PERFORMANCE GUARANTEES

In accordance with the Development Code Performance Guarantees and Bonding and Assurances, the following performance bond requirements shall be supplied based on 150% of the private cost of improvements

- a. Itemized Improvement Estimate. The developer shall furnish to the City an itemized improvement estimate, stamped by a civil engineer licensed in the State of Washington, to assist the City in calculating the amount of the performance assurance. Landscaping improvements shall be certified by a Licensed Landscape Architect.
- b. Agreement. An agreement between the City and developer shall be attached to the Performance Guarantee which specifies the period within which all required improvements and repairs shall be completed. The agreement may be prepared by the City, or in a letter prepared by the applicant. It shall not be valid until it is signed and dated by both the applicant and the Director.
- c. Bond / letter of credit for remaining infrastructure and improvements

Warranty Bond - Additional bonding or assurance shall be required for all improvements within the public right-of-way, including landscaping, as well as swales which serve the right-of-way for a period of 2 years after improvements are completed in an amount equal to 20% of the construction cost or \$10,000, whichever is greater. The Director may reduce the bond amount for projects valued at less than \$20,000. The warranty bond must be posted prior to the release of any performance bonds, in conformance with the City Development Code and City Street Standards.

Final Mylar Preparation, Filing, & Recording - Final plats, short plats, and BSP's shall be reviewed and approved by the City prior to recording with Spokane County. The final plat, short plat, or BSP must comply with the approved preliminary plat, short plat, or BSP, and all conditions of approval and submission requirements must be satisfied. Signatures from property owner's of record and the surveyor shall be completed prior to submitting the final recordable mylar to the City for signature.

The original mylar or medium acceptable to the County Auditor of said final plat, short plat, or BSP shall be filed for record with the Spokane County Auditor. One paper copy shall be retained by the City and one paper copy shall be given to the applicant.

Prerequisites to recording the plat.

1. All requirements of this Code have been met; and
2. No plat shall be recorded unless all ad valorem taxes and all special assessments, fees, or other charges required by law to be placed on the tax roll have been paid.

APPLICATION - PART 3

SURVEYOR VERIFICATION

I, THE UNDERSIGNED, A LICENSED LAND SURVEYOR, HAVE COMPLETED THE INFORMATION REQUESTED. THE MAPS HAVE BEEN PREPARED BY ME OR UNDER MY SUPERVISION IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF LIBERTY LAKE ZONING / SUBDIVISION REGULATIONS AND THE LAWS OF THE STATE OF WASHINGTON.

PRINTED NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SIGNATURE OF SURVEYOR DATE

I, THE UNDERSIGNED, SWEAR OR AFFIRM UNDER PENALTY OF PERJURY THAT THE ABOVE RESPONSES ARE MADE TRUTHFULLY AND TO THE BEST OF MY KNOWLEDGE. I FURTHER SWEAR OR AFFIRM THAT I AM THE OWNER OF RECORD OF THE AREA PROPOSED FOR THE PREVIOUSLY IDENTIFIED LAND USE ACTION, OR, IF NOT THE OWNER. ATTACHED HEREWITH IS WRITTEN PERMISSION FROM THE OWNER AUTHORIZING MY ACTIONS ON HIS/HER BEHALF.

PRINTED NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SIGNATURE OF APPLICANT OR REPRESENTATIVE DATE

STATE OF WASHINGTON)
) ss:
CITY OF LIBERTY LAKE)

Notary: Signed and sworn to before me this _____ day of _____, 20_____

Notary Public in and for the State of Washington

Residing at: _____

My Appointment Expires: _____

THIS APPLICATION AND ALL SUPPORTING MATERIAL REQUIRED BY THE CITY MUST BE SUBMITTED IN ORDER FOR THE APPLICATION TO BE COMPLETE.

(PLANNING & BUILDING SERVICES OFFICE USE ONLY)

Street, Grading, & Drainage Plans Agency Review	
Plans & Review Letter Circulated On:	14 Day Comment Period Ends:
Circulation List	Response Received & Date
<input type="checkbox"/> Fire District	
<input type="checkbox"/> City Engineer	
<input type="checkbox"/> Other:	
<input type="checkbox"/> Other:	
Notes:	

Final Plat, SP, or BSP Agency Review	
Plans & Review Letter Circulated On:	14 Day Comment Period Ends:
Circulation List	Response Received & Date
<input type="checkbox"/> City Surveyor:	
<input type="checkbox"/> Fire District	
<input type="checkbox"/> City Engineer	
<input type="checkbox"/> WSDOT	
<input type="checkbox"/> Avista	
<input type="checkbox"/> Sewer District:	
<input type="checkbox"/> Water District:	
<input type="checkbox"/> Qwest	
<input type="checkbox"/> Comcast Cable	
<input type="checkbox"/> Other:	
<input type="checkbox"/> Other:	
<input type="checkbox"/> Other:	
<input type="checkbox"/> Other:	
Notes:	

DATE REVIEWED: _____

REVIEWED BY: _____

TOTAL FEES: _____

RECEIPT NUMBER: _____

RESOLUTION #: _____

CITY COUNCIL MEETING DATE: _____

REVIEW COMMENTS:

PROCESS FOR RECORDING PLATS, SHORT PLATS, & BSP CHECKLIST