



**CITY OF COVINGTON**  
**Permit Services**

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Covington, WA 98042  
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**FOR STAFF USE ONLY**

Permit Number : \_\_\_\_\_

Application Date: : \_\_\_\_\_

## CONSTRUCTION PHASE SUBMITTAL

### INSTRUCTIONS

Schedule an intake appointment to submit your construction phase materials. Make sure you have your approval letter from the Developmental Review Engineer as well as all items on checklist below.

### CONSTRUCTION REVIEW

When an applicant receives preliminary plat approval, he or she is then responsible for improving the site with necessary improvements (roads, utilities) in accordance with City standards, specifications, any conditions of the preliminary plat approval, and receiving City Council approval of the improvements within 5 years.

When the Community Development Director can certify that the improvements have been completed or security in lieu thereof has been filed with the City clerk, then review of the final plat can proceed. You will need to submit an Application and fee for Final Plat Approval to the Department.

Within 28 days of receiving your application, City staff will determine if it is complete. If not, you will be mailed a letter outlining what additional information is needed.

After all improvements have been accepted or a financially guaranteed, the project will be scheduled for a meeting before the City Council once the application is determined to be complete. The hearing date will not be set until all outstanding issues have been resolved.

The City Council's decision is final unless appealed to Superior Court.

### Construction Phase Submittal Checklist

- 4 sets of full size preliminary final plat maps
- 1 size 8½ x 11
- 2 revised Bond Quantities Worksheet
- 2 transmittal cover letter
- 2 plat submittal cover letter
- 2 demonstration letters
- 2 lot area calculations
- 2 plat certificates
- 3 water system plans
- 3 sewer (or septic) system plans
- 2 staff reports
- 2 examiner reports
- 2 assessors maps
- 3 preliminary plat plans
- 3 engineering plans (street and storm)