



CITY OF COVINGTON
Community Development Department
16720 SE 271st Street • Suite 100 • Covington, WA 98042
Phone: (253) 480-2400 • Fax: (253) 480-2401
www.covingtonwa.gov

FINAL PLAT SUBMITTAL CHECKLIST (Short & Long Plats)

INSTRUCTIONS

Schedule an intake appointment to submit your final plat. Make sure you have all items on checklist below.

FINAL PLAT REVIEW

A final plat approval is required at the end of the subdivision process (long or short) when the development has completed the following conditions:

1. Conformance with the requirements of the preliminary plat approval;
2. Completion of the required infrastructure and facilities as outline in the city's codes, unless otherwise approved by the city through the submittal of a financial guarantee for the outstanding items;
3. Conformance with all applicable laws (state and local) in place at the time of preliminary plat approval; and
4. Receipt of all required statements of approval.

Final Plat approval serves as a direct prerequisite for recording of the subdivision by King County. Lots cannot be sold until the Final Plat is recorded.

Approval of a short plat is administrative and does not require City Council Approval. The City Council makes the final decision on approval of a final long plat. Staff will schedule a final long plat for council consideration once the conditions of the final plat have been met. City Council meetings are held on the 2nd and 4th Tuesdays of each month. The City Council's decision is final unless appealed to Superior Court.

FINAL PLAT SUBMITTAL CHECKLIST

- 6 sets of full size final plat maps (18" X 24")
- 5 8 ½" X 11" size final plat maps
- Lot closure calculations
- 2 revised Bond Quantities Worksheet
- 3 cover letters demonstrating how the project meets the Conditions of Approval
- 2 11"X17" approved water system plans
- 2 11"X17" approved sewer system plans
- Copy of proposed CC& R's for the development
- Applicable Fees (per current Fee Resolution)

The following additional items shall be submitted if the application for Final Plat greater than 2 year from the date of the Preliminary Plat Approval:

- 2 sets of approved half scale engineering plans size 11" X 17"
- 1 plat certificate
- 1 staff report
- 1 examiner report
- 1 assessors map
- 1 preliminary plat plan
- Other associated and approved modifications to preliminary plat



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FINAL PLAT SUBMITTAL CHECKLIST CONTINUED

PLANS AND GRAPHICS

All plans except architectural elevations should be to scale (engineering scale) at 1"=100' or 1"=50' (preferred). Plans should be on bond (NO MYLAR). All plans shall be folded upon application.

FINAL PLAT DRAWING ITEMS

- Signature Lines for City of Covington Approvals (in order)
 - Development Review Engineer
 - Finance Director
 - Community Development Director
 - City Manager (5 or more lots)
- Signature line for Covington Water District
- Signature lines for the King County Finance Division, Assessor and Recorders Office
- Name of subdivision along with City of Covington project number
- Name stamp and signature of the professional engineer and professional land surveyor, both licensed in the State of Washington, who prepared the final plat drawing together with their addresses, emails, and phone numbers
- Section, Township and Range of the subdivision
- Legal Description
- Boundaries of the final plat indicated with heavy line, referenced to city datum, based on accurate transverse, described by angular and linear dimensions and bearings, and tied to municipal, township, county or section lines by distances and course
- True course and distances to the nearest established street lines, section or quarter section corner section monuments to accurately locate the subdivision
- Boundaries and accurate dimensions to the nearest hundredth-foot for all lots and tracts
- Location of each permanent control monument at every controlling corner of the plat boundaries, street centerline intersection, point of curvature (PC), point of tangency (PT) and point of reverse curve (PRC)
- Complete survey encompassing the following: radii, internal angles, points of curvature, tangent bearings, arch length, and all other necessary field notes and calculations
- Identification of all lots (numbers) and tracts (letters)
- Addresses (Final addresses will be assigned by the city upon final plat submittal)
- Location, widths, and assigned names of all streets within and adjacent to the plat (street names will be assigned by the city upon submittal)
- Location, widths, and purpose of easements and dedications, including but not limited to: Rights-of-way, public and private utilities, stormwater detentions facilities, critical areas, tree preservation tracts and other
- Buildable Lands Information in Chart Form:

	Address	Square Footage
Lot 1		
Lot....		
Tract...		
Average Lot Size		
Total Buildable Area (Lots)		
Total Area Dedicated to ROW		
Total Area Dedicated to Drainage		
Total Area in Critical Areas		



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FINAL PLAT SUBMITTAL APPLICATION (Short & Long Plat)

STAFF USE ONLY	Project Number: _____ Application Date: _____
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NAME OF PROJECT/DEVELOPMENT: _____

LOCATION OF PROJECT/DEVELOPMENT:
Give street address or, if vacant, indicate lot(s), block, and subdivision OR tax lot number, access street and nearest intersection. If proposal applies to several parcels, list the streets bounding the area.

ADDRESS: _____

ASSESSOR'S PARCEL NUMBER(S): _____

LEGAL DESCRIPTION(S): _____

Quarter _____ Section _____ Township _____ Range _____ *(This information is on your tax statement.)*

PRIMARY CONTACT PERSON Applicant
Main contact regarding application, to whom all notices and reports shall be sent.

Name: _____ Phone: _____ Fax: _____

Address: _____ E-mail: _____

City/State/Zip: _____

Signature: _____ Date: _____

PROPERTY OWNER Applicant
Legal owner as indicated on Property Owner Declaration. Attach a list of any additional property owners with the following information.

Name: _____ Phone: _____ Fax: _____

Address: _____ E-mail: _____

City/State/Zip: _____

Signature: _____ Date: _____