



CITY OF COVINGTON

Permit Services

16720 SE 271st Street, Suite 100
Covington, WA 98042
(253) 638-1110 Phone
(253) 638-1122 Fax

FOR STAFF USE ONLY

Permit Number : _____

Application Date : _____

FINAL PLAT SUBMITTAL

INSTRUCTIONS

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

FINAL PLAT 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 approval of the improvements within 5 years.

When the Planning & Public Works 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.

Final Plat Submittal Checklist

- 13 sets of full (18" X 24") size preliminary final plat maps
- 3 sets of half scale engineering plans size 11" X 17" and 1 set of 8 ½" X 11".
- 3 revised Bond Quantities Worksheet
- 3 transmittal cover letter
- 3 plat submittal cover letter
- 3 demonstration letters
- 3 lot area calculations
- 3 plat certificates
- 3 water system plans
- 3 sewer (or septic) system plans
- 3 staff reports
- 3 examiner reports
- 3 assessors maps
- 3 preliminary plat plans
- 3 engineering plans (street and storm)



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FINAL PLAT - APPLICATION

I. PROJECT BACKGROUND

A. NAME OF PROJECT/DEVELOPMENT: _____

B. 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 properties, list the streets bounding the area.)

ADDRESS: _____

ASSESSORS PARCEL NO.: _____

LEGAL DESCRIPTION: _____

Quarter: _____ Section: _____ Township: _____ Range: _____ (This information may be found on your tax statement)

C. OWNER: (Legal owner indicated on property owner declaration form)

NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____ DATE: _____

D. CONTACT: (Primary contact regarding the application, and to whom all notices and reports shall be sent)

NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____ DATE: _____