



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

### 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 Public Works and Emergency Management 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)
- Applicable Fees (per current Fee Resolution)



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## FINAL PLAT SUBMITTAL APPLICATION

<b>STAFF USE ONLY</b>	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: \_\_\_\_\_