



## **CITY OF PASCO FINAL PLAT APPLICATION**

**APPLICATION:** A final plat meeting all of the requirements of this chapter shall be submitted to the Planning Division for approval within five years of the date of the preliminary plat approval.

*Preparation.* The final plat shall be prepared by a professional land surveyor licensed by the State of Washington. The preparer shall, by placing his or her signature and stamp upon the face of the plat, certify that the plat is a true and correct representation of the land actually surveyed by the preparer, that the existing monuments shown thereon exist as located and that all dimensional and geometric details are correct.

*Scale and Format.* The final plat shall be drawn in permanent black ink on a paper or mylar sheet measuring 24 inches by 36 inches in size, allowing two inches for a margin. The final plat shall be accurate, legible and drawn to an engineering (decimal) scale of 100 feet or fewer to the inch. If more than one sheet is required, an index sheet showing the entire subdivision with street and highway names and block numbers (if any) shall be provided. Each sheet, including the index sheet, shall be of the above-specified size. The final plat shall also be submitted for review in a digital format specified by the City Engineer.

### **REQUIREMENTS:**

1. Title report current within thirty (30) days.
2. Digital copy of plat (.dwg file) either by disk or emailed to the Planning Department.
3. Construction estimate for subdivision improvements bond (if applicable)
4. The final plat shall show and contain the following information:
  - a. Primary control points approved by the City Engineer, and descriptions and ties to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referenced;
  - b. The final plat shall be accompanied by complete field and computation notes showing original or reestablished corners, with description of them and actual traverse showing error of closure and method of balancing, with sketch showing all distances, angles, and calculations required to determine corners and distances of the plat. The allowable error of closure shall not exceed one foot in 4,000 feet;
  - c. Tract boundary lines, right-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites, with accurate courses, distances, dimensions, or deflection angles, complete curve data for street centerlines and property lines, and other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points and points of curve to lot lines;
  - d. Name and right-of-way width of each street and other right-of-way, or easement;
  - e. Locations, dimensions and purpose of any easements;
  - f. Number to identify each lot or site, with accurate dimensions in feet and hundredths of feet;
  - g. A table showing the square footage of each lot;

- h. Purpose for which sites, other than residential lots, are dedicated or reserved;
- i. Location and description of monuments;
- j. Reference to recorded subdivision plats of adjoining platted land by recorded name, date and number;
- k. Certification by surveyor or engineer certifying to the accuracy of the survey and plat;
- l. Statement by the owner dedicating streets, rights-of-way and any other sites for public use;
- m. Name of the plat, scale, northpoint and date;
- n. Spaces for certificates or approvals of the following officials or agencies:
  - i. City Manager or designee;
  - ii. City Planner;
  - iii. City Engineer;
  - iv. County Engineer (where applicable);
  - v. Franklin County P.U.D. or applicable utility provider;
  - vi. Franklin County Irrigation District No. 1 (where applicable);
  - vii. Benton Franklin Health District (where applicable);
  - viii. County Assessor;
  - ix. County Treasurer;
  - x. County Auditor.
- o. Horizontal datum information:
  - i. The horizontal datum used will be the North American Datum 1983/ HARN, Washington State Plane Coordinate System, South Zone and will be expressed in U.S. Survey Feet.

**APPROVAL REQUIREMENTS:** Prior to approval of a final plat, all required infrastructure improvements, including as-built drawings and data of all underground utilities necessary to serve said plat, must be constructed and accepted by the City Engineer. In lieu of actually completing all improvements, the developer may provide the City with a bond, cash or irrevocable letter of credit in an amount equal to 125 percent of the City Engineer’s estimate of the cost to complete the required infrastructure improvements. No certificate of occupancy will be issued for any structure in a subdivision until all infrastructure improvements are completed.

**ADMINISTRATIVE APPROVAL:** The final approval of a plat is an administrative function not requiring action by the City Council. A final plat shall only be approved if the administrative review process finds the subdivision proposed for final plat approval conforms to all terms of the preliminary plat approval, and said subdivision meets the requirements of Chapter 58.17 RCW, other applicable state laws, and Title 21. The final plat applicant may appeal a determination of the administrative review process by a closed record appeal to the City Council pursuant to PMC.

**WATER RIGHTS:** Per PMC 26.04.115, any existing water rights shall be transferred to the City as a condition of approval. If no water rights are available then the property owner shall pay to the City, in lieu thereof, a water rights acquisition fee as established in the City Fee Summary Ordinance located in PMC 3.07 (see below):

<b>Calculation of Water Rights</b>	
Base water rights	\$517.50 per lot
Irrigation water rights (City irrigation or no irrigation provider)	$0.5 \times \text{area (acres)} \times 3.5 \times \$1,725$

**LOCAL IMPROVEMENT DISTRICTS:** As a condition of approval of a final plat, the owner has waived the right to protest the formation of a Local Improvement District for sewer/water/road/sidewalk improvements to the full extent as permitted by RCW 35.43.182.

**CONSTRUCTION OF IMPROVEMENTS REQUIRED:**

1. Public rights-of-way must be improved, and utilities installed to the minimum requirements of the PMC and City Standards;
2. Required infrastructure improvements must be substantially completed as approved by the City Engineer. Minor improvements consisting only of sidewalks and landscaping where applicable, or similar improvements, may be secured by a plat bond;
3. In lieu of completion of these minor improvements, prior to recording of the plat, a plat bond issued by a licensed corporate surety or two individual sureties or other approved surety must be provided, to the full amount of the cost of such work, as estimated by the City Engineer, including construction inspection costs, but in no case less than \$2,000.00;
4. All or a portion of security will be released upon acceptance of the improvements by the City Engineer, or upon substitution of another guarantee or approved bond or security;
5. If, after two years, all improvements are not so improved, the City will cause the improvements to be provided in accord with the approved plans, and the costs thereof must be paid by the bonding company, or out of the savings account assignment or other security;
6. In lieu of the plat bond, a cash bond, a certified check, an irrevocable letter of credit, or other surety approved by the City Attorney, equal to the cost of improvement multiplied by 125 percent may be posted. In addition, the City may require security up to two years against any defect in workmanship or materials in the installation of the improvements.

Adequate and proper right-of-way improvements shall include curb, gutter, sidewalk, illumination, traffic control devices, drainage control, engineered road bases, asphalt driving and parking lanes, and monumentation.

**SUBMISSION OF PRELIMINARY FINAL PLAT AND BOND ESTIMATE:**

The applicant must submit an estimate for the bond amount to the City with the preliminary final plat prior to the formal submittal of the final plat. This process will take a minimum of 10 working days but depending on the plat size and complexity may take longer. Due to the complex nature and importance of these documents no exception to the minimum timeframes will be granted.

**SUBMISSION OF FINAL PLAT:**

The applicant must submit all payments associated with the final plat—including but not limited to water rights fees and subdivision improvement bonding—at the time the final plat is submitted for signatures. This process will take a minimum of 5 working days to complete. Due to the complex nature and importance of these documents no exception to the minimum timeframes will be granted.



**CITY OF PASCO  
FINAL PLAT APPLICATION**

Master File # \_\_\_\_\_

Date Submitted: \_\_\_\_\_

<b>Applicant Info</b>	<b>Owner Info</b> (if different than applicant)
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

Project Address: \_\_\_\_\_

Project Parcel Number: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Number of lots proposed: \_\_\_\_\_

Source of domestic water: \_\_\_\_\_

Method of sewage disposal: \_\_\_\_\_

Final Plat

Electronic copy  
of plat and .dwg

Title Report

Bond Estimate (if  
applicable)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date