



Public Works Department
 14525 Main Street NE
 P.O. BOX 1300
 Duvall, WA 98019

FINAL PLAT SUBMITTAL CHECKLIST FOR SUBDIVISION APPLICATIONS

Development: _____ Permit Number: _____
 Developer: _____ Date: _____

When completing the checklist, please check the appropriate box, N/A – Not Applicable; App – Included in the Application; Staff. Please note that all items are required unless they are not applicable. The following items must all be received by the City prior to routing for review and approval of Final Plat. See Final Plat Submittal Requirements document for details.

1st Submittal

(City to Route to Consultants and Departments)

Due	N/A		Date Received
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat Application	_____
<input type="checkbox"/>	<input type="checkbox"/>	Planning Department Requirements Checklist (contact Planning for details)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat Application (Type V Permit) and Review Fee Paid	_____
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat (3 paper copies, PDF, all tracts to be "Granted and Conveyed") <i>City recommends that the surveyor send advance .pdf copies to King County Recorder's Office prior to signature and recording for review.</i>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Title Report (3 paper copies, PDF - less than 90 days old)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Computer Generated Lot Closures (3 paper copies, PDF)	_____
<input type="checkbox"/>	<input type="checkbox"/>	As-Builts (2 paper copies). Strikethrough & replace all storm, sewer, road, water, landscape, and irrigation elevations, locations, and dimensions. Include storm drainage facility volume and function verification/certification. <i>Provide mylar & electronic drawings and data tables following City approval.</i>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bond Quantity Worksheet, current, updated, & signed (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bill of Sale – Water (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bill of Sale – Sewer (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bill of Sale – Storm (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Bill of Sale – ROW (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Conditions of Plat Approval with each item addressed (1 copy)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Copy of CC&Rs and HOA Articles of Incorporation (1 copy)	_____

Other Requirements prior to scheduling City Council

Due	NA		Date Received
<input type="checkbox"/>	<input type="checkbox"/>	Performance Bond /assign. of savings for remaining work (PW/Planning)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance Bond/assign. of savings for completed work (PW/Planning)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Duvall Recovery Contract, if required	_____
<input type="checkbox"/>	<input type="checkbox"/>	All Final Plat Fees as determined by City Engineer	_____
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat Inspection Punchlist Completed	_____
<input type="checkbox"/>	<input type="checkbox"/>	Other Required Items: Electronic as-built files associated with development (CAD, GIS, etc.)	_____

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I acknowledge that plans or documents missing any of the required information will be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process or prior to plat recordation.

Applicant's Signature

Date