



Small Town. Real Life.

FINAL PLAT SUBMITTAL REQUIREMENTS

Public Works Department
14525 Main Street NE
P.O. BOX 1300
Duvall, WA 98019
(425) 788.3434

Revised November 2021

Table of Contents

Final Plat Submittal.....	3
Review and Approval of Final Plat.....	3
Face of Plat Requirements.....	6
Final Plat Certification Requirements.....	7
A. Legal Description and Owners Statement:.....	7
Owner.....	7
B. Approvals:.....	7
City Engineer.....	7
Community Development Director.....	7
Finance Director.....	7
City Council.....	8
C. Registered Land Surveyor’s Certification:.....	8
Surveyor.....	8
D. King County Approvals:.....	8
King County Treasury Division.....	8
King County Department of Assessments.....	8
Recording Certificate.....	8
E. Basis of Bearing, Survey Notes, and References:.....	8
F. Restrictions:.....	9
G. Easement Provisions:.....	10
H. Wording for Easements and Tracts (as applicable):.....	10

Final Plat Submittal

The applicant will file a final plat application (Type V Permit) that will include the information listed in the applications requirements table and three paper copies and one electronic copy of the following additional items:

- A. TITLE: A certificate of title from a title company (less than 30 days old) containing a legal description of the property to be subdivided and confirmation that the title of such property belongs to the stated owners. Said certificate shall identify all encumbrances against the property to be subdivided. The certificate shall further demonstrate that any dedications or deeds to the city associated with the subdivision, including easements, will be free and clear of all encumbrances. Date must be within 60 days of date scheduled for planning commission.
- B. BILL OF SALES: If the plat is subject to a dedication, a certificate, or a separate written instrument containing the dedication of all streets, utilities, and other areas to the public, and individual or individuals, religious society or societies, or to any corporation, public or private, as shown on the plat, and a waiver of all claims for damage against any government authority which may be occasioned to the adjacent land by the established construction, drainage, and maintenance of such road. The certificate or instrument of dedication shall be signed and acknowledged before a notary public by all parties having any ownership interest in the lands subdivided including a statement that a subdivision has been made with the free consent and in accordance with the desire of the owner or owners and recorded as a part of the final plat.
- C. Site must be signed off by Inspector or City Engineer including completion of all utilities (sewer, water, and storm) and each lot's services marked and installed. All lots must be surveyed, and lot corners set with tack and washer in concrete curb or rebar and yellow cap clearly visible outside concrete areas. Punch list items from inspector must be completed. All roads, curb and gutter, streetlights, and mailbox clusters must be installed and approved.
- D. Submit as-built drawings along with bond quantity worksheet in both paper and electronic formats.
- E. Computer generated closures for the plat boundary, rights-of-way, centerlines, lots, and tracts.

Review and Approval of Final Plat

The City Engineer or its Surveyor shall check the plat for accuracy and conformance with the approved preliminary plat and the requirement of city ordinances and state law.

- A. The "final plat" shall consist of a plat map and survey information attachments. The approved preliminary plat may be used as the final plat provided all specification requirements of this section are included. The final plat map shall be prepared by or under the supervision of a licensed land surveyor registered in the State of Washington and prepared in black ink on mylar at a scale to make the overall dimensions of the map eighteen (18) inches wide and twenty-two (22) inches long. The plat shall include the following information:
 1. Information included on the approved preliminary plat in accordance with Duvall Municipal Code (DMC) 14.66;
 2. The name of adjacent plats and unplatted property shall be identified using dotted lines;
 3. The name of the subdivision (limited to 33 spaces per King County Auditor's

requirement), name(s) of the subdivider(s) and the name of the registered surveyor that prepared the plat shall be on all maps and surveyor notes;

4. All lots shall be dimensioned and numbered consecutively starting with number one (1) and show the lot area and the building setback lines in accordance with the zoning codes;
5. Show the length and bearing of all straight lines, central angles, radii, and curve lengths of all curves;
6. Include all dimensions along lot lines with accurate dimensions in feet and hundredths of feet with true bearings an angle to streets and alley lines;
7. Include basis of bearings utilizing suitable primary control points, approved by the City Engineer, or descriptions and ties to such control points, to which all dimensions, angles, bearings and similar data given on the plat shall be referred;
8. Include accurate distances, bearings, locations, and dimensions of the plat boundary lines, street lines, monuments and corporate limit, township or section lines which are referenced to a survey datum as prescribed by the City Engineer;
9. Show on the face of the plat map, all land which is offered for dedication to the City related to streets, alley ways, easements, parks, open space, and other public use and/or dedication to other person and persons or entities for other purposes as shown on the approved preliminary plat. Any dedication, donation, or grant shown on the face of the plat shall be considered for all intent and purposes as a quit claim deed;
10. The final plat shall contain a legal description of the subdivision property;
11. The final plat shall show the easement provisions, restrictions section, dedication, and certification statements with appropriate signatures and seals, as set forth in greater detail in the appendix to title 14, before the subdivision is approved and recorded;
12. Dedicated Road Note: "This portion is dedicated to the public use for road purposes upon the recording of this plat". (if applicable);
13. Public drainage tracts: Tract___is conveyed to the City of Duvall or its successor agency for drainage purposes upon the recording of this plat;

Private Drainage Easement Covenant (if applicable):

Structures, fill, or obstructions (including but not limited to decks, patios, outbuildings, or overhangs) shall not be permitted beyond the building setback line of the public drainage easements. Additionally, grading and construction of fencing shall not be allowed within the public drainage easements shown on this plat map unless otherwise approved by The City of Duvall or its successors agency.

14. Tracts:

For Private Tracts:

Tract___is for (drainage, open space, SAT, recreation, etc.) and is conveyed to the_____ Homeowners Association upon the recording of this plat.

The_____Homeowners Association shall be responsible for the maintenance of said Tract.

- B. If the City Engineer finds that the plat is not in accordance with the preliminary plat, the approved construction drawings, and/or development requirements and standards of this code, the City Engineer shall return the plat application to the applicant along with a notice of the issues or decisions that were not complied with.
- C. If the City Engineer finds that the plat meets city requirements, the City Engineer shall sign the plat drawing and transmit it to the City Council for review.

Table 1. Final Subdivision Procedure – Short and Long Plats

DMC 14.66.080	Property Owner / Developer / Applicant	Engineering Department	Development Review Committee (DRC)	Planning Commission	City Council	Public & Parties of Record
A. Submit method of installing improvements	X	X			O	
B. City Council selection of method of improvements, if not all improvements completed by final plat.					X	O
C. Review Construction Compliance		X				
D. Submit As-Built Drawings	X					
E. Review/Approval of As-Built Drawings		X				
F. Submit required bonding	X	O				
G. Submit Final Subdivision Application	X					
H. Notice of Complete Application OR Notice of Incomplete Application		X				
I. Submit Final Subdivision Application Submission	X					
J. Review/Approval of Final Subdivision Application	O	X	X	O		
K. City Council Review/Approval of Final Subdivision	O	X	O	O	X	
L. Record Final Subdivision	X	X				
X = major role/responsibility O = minor role/responsibility						

- D. A performance bond, maintenance bond, or other acceptable surety in the forms previously

approved by City Council. Public Works, Landscape, and other Performance Bonds shall be 150% of calculated construction cost including contingency based on the approved Bond Quantity Worksheet.

- E. A fee deposit to cover all costs of processing the final plat application.

Face of Plat Requirements

Proper identification of all setbacks, environmentally sensitive areas and setbacks from environmentally sensitive areas as well as items in accordance with RCW 58.17:

1. Name of Subdivision
2. The name and registration of the Surveyor preparing the Plat
3. Source of title, giving deed record book and page number
4. Date of drawing, north arrow, and graphic scale
5. Location of tract by legal description, giving total acreage
6. Key map when more than one sheet is required to present the plan
7. True courses and distances to the two (2) nearest established section corners, benchmarks, or other recognized permanent monuments which shall accurately describe the locations of the plat
8. Accurate location and description of all monuments plus size and material of which the monuments are constructed
9. Exact boundary lines of the tract indicated by a heavy line or other acceptable control traverse, giving dimensions to the nearest one-tenth (1/10) foot, and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed one (1) to five thousand (5,000)
10. Municipal, county, and section line locations accurately tied to the lines of the subdivision by distances and angles
11. Street, alley, and other right-of-way lines, including location, width, and names of streets
12. The location or designation of all streets, alleys, parks, and other areas intended to be dedicated or deeded to the public use, with proper dimensions
13. Street center lines showing angles of deflection, angles of intersection, radii, length of tangents and arcs, degree of curvature, and all required curve data
14. Lot lines with dimensions to the nearest one-tenth (1/10) foot, necessary internal angles, arcs and chords, and radii of rounded corners
15. Dimension and location of all setback lines and lot and block numbers
16. Easements and public service or utility right-of-way lines, giving dimensions, locations, and purpose
17. Accurate outlines and descriptions of any areas to be dedicated or reserved for public use or acquisition, with the purposes indicated thereon; and of any areas to be reserved by deed covenant for common use by all property owners
24. Four (4) elements of all circular curves shall be shown (radius, arc length, chord bearing and cord length)
25. All public and private rights-of-way or easements which are known or observed adjoining or crossing the land surveyed.
18. Certificate of Surveying

19. Certificate of Engineering Accuracy
20. Certificate of Ownership
21. Certificate of Final Plat Approval
22. Certificate of Recording
23. Space for the approval of the City Engineer, City Council, City Community Development Director, City Finance Director, King County Assessor, King County Treasury Manager

Other requirements and language:

- The City Engineer may also require the inclusion of other municipal restrictions pertaining to the plat to be placed on the plat.
- Landslide hazard areas/Steep slopes: 50' buffer unless otherwise approved following an engineering evaluation, 15' setback from buffer.
- Sensitive Area Setback: 15'.
- Wetlands: TBD based on Critical Area Study – 25' buffer or more if at toe of slope, and 15' setback.
- Streams: TBD based on Critical Area Study – 25' buffer or more if at toe of slope, and 15' setback.
- Notice on title of sensitive area or buffer shown on plat.
- Tract for all sensitive areas and buffers if applicable.
- Name of adjacent plats and unplatted property identified with dotted lines.
- Maintenance by homeowners.
- Any additional information required by the City Engineer.

Please note that specific preliminary plat and SEPA conditions may impose requirements different from those detailed above.

Final Plat Certification Requirements

The final plat shall show certification statements in accordance with Chapter RCW 58.17, Chapter 64.90 RCW, and Chapter 332-130 WAC and appropriate signatures and seals before the subdivision is approved and recorded.

A. Legal Description and Owners Statement:

Owner: The certificates shall be signed and acknowledged before a notary public by all parties having any ownership interest in the lands subdivided.

- Legal Description.
- Dedication.

Know all people by these presents that I, or we the undersigned, owner(s) in fee simple and encumbrances of the land hereby platted, declare that the subdivision as described by the following legal description has been made with the free consent and in accordance with the desires of the owner, or owners, and hereby declare this plat and dedicate upon recording of this plat, to the public forever all roads, easements and rights-of-way shown hereon, except those designated as private; with the right to make all necessary slopes for cuts and fills, and the right to continue to drain said road and right-of-way over and across any lots or lots where water might take a natural course,

and the original reasonable grading of the roads and rights-of-way shown hereon.

Following the original reasonable grading of the roads and rights-of-way shown hereon, no drainage waters on any lot or lots shall be diverted or blocked from their natural course so as to discharge upon any public rights-of-way or to hamper proper drainage. Any enclosing of drainage waters in culverts or drains or rerouting thereon across any lots, as maybe undertaken by or for the owner of any lot, shall be done by and at the expense of such owner.

- Declaration as required by code and statute.

B. Approvals:

City Engineer.

I, the City Engineer for the City of Duvall, Washington, have reviewed the plat and have found it to comply with the provisions of the approved preliminary plat and the requirements and standards of the City's subdivision code, and therefore recommend approval on this (day and date).

- City Engineer signature line.

Community Development Director.

I, the Community Development Director for the City of Duvall, Washington, have reviewed the plat and have found it to comply with the provisions of the approved preliminary plat and the requirements and standards of the City's subdivision code, and therefore recommend approval on this (day and date).

- Community Development Director signature line.

Finance Director.

I hereby certify that there are no delinquent special assessments, and that all special assessments on any of the property herein contained dedicated as streets, alleys, or for other public use and paid in full this (day and date).

- Finance Director signature line.

City Council.

The City Council has reviewed the final plat for compliance with the approved preliminary plat requirements and standards of the City's subdivision ordinance and required letters of recommendations and approves the subdivision on this (day and date).

- Mayor signature line, City Clerk to Attest.

C. Registered Land Surveyor's Certification:

Surveyor: The certificates shall be signed and acknowledged before a notary and the surveyor shall place their seal and signature on the plat, along with;

- A statement certifying that the plat was prepared by them, or under their supervision;
- A statement certifying that the plat is a true and correct representation of the land surveyed;
- A full and correct description of the land to be divided.

D. King County Approvals:

King County Treasury Division.

I certify that all property taxes are paid, that there are no delinquent special assessments certified to this office for collection. All special assessments certified to this office for collection on any of the property herein contained dedicated as streets or alleys or for other public uses are paid in full (day and date).

- King County Treasury Manager and Deputy King County Treasury Manager signature line, Tax Account No. line.

King County Department of Assessments.

Examined and approved this (day and date).

- Assessor and Deputy Assessor signature lines.

Recording Certificate.

Recording No. _____

Filed for record at the request of the Duvall City Council this (day and date) at ___minutes past ___ o'clock_m., and recorded in Volume ___ of Surveys at page _____, Records of King County, Washington.

DIVISION OF RECORDS AND ELECTIONS

- Manager and Superintendent of Records signature line.

E. Basis of Bearing, Survey Notes, and References:

(INSERT BASIS OF BEARING, SURVEY NOTES, AND REFERENCES)

F. Restrictions:

1. No lot or portion of a lot in this plat shall be divided and sold or resold or ownership changed or transferred whereby the ownership of any portion of this plat shall be less than the area required for the use district in which located.
2. Structures contained within this subdivision shall comply with applicable Building Codes as adopted by the State of Washington and/or the City of Duvall.
3. (UPDATE AS REQUIRED BY NOTICE OF DECISION AND PLANNING DEPARTMENT) Every lot shall have a front yard Building Setback Limit of not less than ten (10) feet. In the case of corner lots the front yard depth requirements shall apply to BOTH front yards.
4. (UPDATE AS REQUIRED BY NOTICE OF DECISION AND PLANNING DEPARTMENT) Every lot shall have a side and back yard Building Setback Limit of not less than five (5) feet. On lots where the rear yard abuts a public right-of-way greater than sixteen (16) feet in width the rear yard shall have a minimum depth of ten (10) feet.
5. Additional Building Setback Limits from easements have been designated (as shown on the face of the plat) as required by the City of Duvall Public Works Department.
6. Structures or obstruction (including, but not limited to, decks, patios, outbuildings or overhangs) shall not be permitted beyond the building setback line or within public utility easements.

7. All building downspouts, footing drains, and drains from all impervious surfaces such as patios and driveways shall be connected to the permanent storm drain outlet as shown on the approved construction drawings No. _____ on file with the City of Duvall. This plan shall be submitted with the application for any building permit. All connections of the drains must be constructed and approved prior to the final building inspection approval. For those lots that are designated for individual lot infiltration systems, the systems shall be constructed at the time of the building permit and shall comply with said plans. All individual stub-outs and infiltration systems shall be privately owned and maintained by the lot owner.
8. This plat and lots herein shall be subject to Traffic Impact Fees, Park Impact Fees, Sewer General Facilities Charges, Water Capital Improvement Charges and Stormwater General Facilities Charges in accordance with Duvall Municipal Code 14.58.050 and shall be collected at issuance of building permits, using the fee schedule then in effect.
9. This plat and lots herein shall be subject to School Impact and Administration Fees in accordance with Duvall Municipal Code 14.58.050. Impact fees shall be collected at issuance of Building Permit using the fee schedule then in effect at time of building permit application.
10. Maintenance of sidewalk, landscape, and clear passage is the duty of the adjacent homeowner unless otherwise maintained by the (INSERT NAME) Homeowners Association. No yard waste or other debris shall be deposited within sensitive areas, easements, or tracts. Yard waste or other debris shall be removed by the adjacent homeowner unless otherwise maintained by the (INSERT NAME) Homeowners Association.

[The exact wording of the restrictions section of the final plat may be modified by the City Engineer to reflect amendments, deletions, or additions to municipal regulations or state law. The City Engineer may also require the inclusion of other municipal restrictions pertaining to the plat.]

G. Easement Provisions:

1. In addition to any other easements shown on the face of the plat, an easement is hereby granted and reserved for the City of Duvall, any power company, natural gas company, telephone company, or cable television company and their respective successors and assigns, under and upon the exterior ten (10) feet parallel with and adjacent to the road frontage and 2.5 feet of side lot lines of all lots. The purpose of the easement is to install, lay, construct, renew, operate and maintain underground conduits, cable and wire with necessary facilities and other equipment for the purpose of serving this subdivision and other property with electricity, natural gas, telephone, sewer and water service, drainage, and cable television. The easement shall include the right to enter upon the lots at all times for the purposes herein stated. After entry pursuant to these easements, the property shall be restored as near as possible to its original condition. No lines or wires for the transmission of electric current or for telephone use or cable television shall be placed or permitted to be placed upon any lot unless the same shall be underground or in conduit attached to a building.
2. All drainage easements within this plat, not shown as "Private", are hereby granted and conveyed to the City of Duvall for the purpose of conveying, storing, managing and facilitating storm and surface water per the engineering plans approved for this Plat by The City of Duvall, together with the right of reasonable access (ingress and egress), to enter said

drainage easement for the purpose of inspecting, operating, maintaining, repairing, and improving the drainage facilities contained therein. Note that except for the facilities which have been formally accepted for maintenance by the City of Duvall, maintenance of drainage facilities on private property is the responsibility of the property owner. The owners of said private property are required to obtain prior written approval from the City of Duvall, and any required permits from the City of Duvall Public Works Department for activities such as clearing and grading, prior filling, piping, cutting or removing vegetation (except for routine landscape maintenance such as lawn mowing) in open vegetated drainage facilities (such as swales, channels, ditches, ponds, etc.) or performing any alterations or modifications to the drainage facilities, contained within said drainage easement. This easement is intended to facilitate reasonable access to the drainage facilities. This easement and covenant shall run with the land and is binding upon the owners of said private property, their heirs, successors and assigns.

3. (IF APPLICABLE) Drainage Easement Restrictions: Structures, fill, or obstructions (including but not limited to decks, patios, outbuildings, or overhangs) shall not be permitted beyond the building setback line of the public drainage easements. Additionally, grading and construction of fencing shall not be allowed within the public drainage easements shown on this plat map unless otherwise approved by The City of Duvall or its successor agency.

H. Wording for Easements and Tracts (as applicable):

1. Dedication of Native Growth Protection Areas (NGPA) and Native Growth Protection Area Easements (NGPA/E) establishes on all present and future owners and users of the land, an obligation to leave undisturbed all trees and other vegetation within the area, for the purpose of preventing harm to property and the environment, including but not limited to controlling surface water runoff and erosion, maintaining slope stability, buffering and protecting plants and animal habitat, except for the removal of diseased or dying vegetation which presents a hazard or implementation of an enhancement plan required or approved by the City. Any work, including removal of dead, diseased, or dying vegetation, is subject to permit requirements of City of Duvall codes. The City of Duvall shall have the right, but not the obligation, to enforce the requirements, terms, and conditions of this restriction by any method available under law. The obligation to ensure that all terms of the NGPA or NGPA/E are met is the responsibility of the underlying owner.
2. Dedication of Retained Vegetation Areas (RVA) establishes, on all present and future owners and users of the land, an obligation to leave existing health trees and understory undisturbed and limits landscaping or other alteration to removal of nuisance understory (such as blackberries) and replacement with native or compatible species with a growth habit at maturity comparable to native vegetation for the purpose of preventing harm to property and the environment, including but not limited to controlling surface water runoff and erosion, maintaining slope stability, buffering and protecting plants and animal habitat and for aesthetic and other purposes. Any work, including landscaping or removal of dead, diseased, or dying vegetation, is subject to permit requirements of City of Duvall codes. The City of Duvall shall have the right, but not the obligation, to enforce the requirements, terms, and conditions of this restriction by any method available under law. The obligation to ensure that all terms of the RVA are met is the responsibility of the underlying owner.
3. Easements dedicated as trails are for non-motorized public use and convey to the public a beneficial interest within the easement. Trails within the easement shall be maintained by

(INSERT HOMEOWNERS ASSOCIATION NAME). The City of Duvall shall have the right, but not the obligation, to maintain public trails and to enforce the requirements, terms, and conditions of the easement.