



City of Newcastle
13020 Newcastle Way
Newcastle, WA 98059
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FINAL PLAT APPLICATION

(APPLIES TO LONG AND SHORT PLATS, UNLESS NOTED)

FINAL PLAT APPLICATION

Following preliminary plat approval and completion of required site work, the Applicant may apply for final plat approval per the guidelines of Newcastle Municipal Code Chapter 17.45. This application provides an overview of the final plat review process and information regarding final plat submittal.

FILING OF APPLICATION

An application fee is required at the time of filing and is based on the latest adopted fee schedule. If payment is by check, the check shall be made payable to the City of Newcastle. In addition, payments of certain impact and/or mitigation fees are due at the time of application submittal; the amount due can be verified with the Community Development Department.

You must submit all of the application documents listed on the following pages before the City will begin review of your application.

PROJECT BILLING & DEVELOPMENT DEPOSIT

The Applicant will be billed on a monthly basis for all review costs incurred by the project. A developer deposit is a required element of a Final Plat application. The amount placed on deposit will be held on reserve, and the Applicant will be billed monthly for all review costs incurred. The deposit requirement shall be waived if the Applicant currently has a deposit on reserve for the project with the City. A new Applicant for the project shall place a deposit on account with the City.

APPROVAL PROCESS

The final plat application will be reviewed for compliance with mitigation measures under the State Environmental Policy Act, conditions of preliminary plat approval, applicable portions of the Newcastle Comprehensive Plan and the Newcastle Municipal Code, and City policy.

The City Council makes the final decision regarding a final long plat at a public meeting. No additional public hearing is required. Short Plats are reviewed and approved administratively.

The final long plat must be recorded within 60 months of the date of the preliminary approval. A maximum time extension of 6 months may be granted by the City of Newcastle. Short Plat preliminary approvals are valid for 36 months per NMC 17.35.120 D.



FINAL PLAT SUBMITTAL REQUIREMENTS

APPLICATION DOCUMENTS:

1. Application fee and deposit (if required): Submit the application fee at the time of submittal.
2. Demonstration of compliance with conditions: Submit a letter or checklist indicating how the Applicant has complied with mitigation measures under the State Environmental Policy Act (SEPA), if applicable, and with conditions of preliminary plat approval.
3. Current Plat Certificate: Submit **two** copies. Must be current to within six months of final plat application.
4. Lot Closure Calculations: Submit **two** copies.
5. Plat Drawing: Submit **four** blue-line copies of the plat mylar original. (The mylar will be requested once review of the final plat application is complete.)

The plat drawing shall include the information required by Section 17.45.020 of the Newcastle Municipal Code.

The final plat drawing shall be accompanied by a protective deed covenant as specified in NMC 17.45.040.

8. Electronic Plat Information: **Do not submit with initial application.** When review of the final plat application is complete, submit **one** CD containing an ArcView version of the plat drawing showing parcels and right-of-way projected in WA State plane north, NAD 83.

THE FOLLOWING FORMAT AND INFORMATION SHALL BE SHOWN ON THE FINAL PLAT MAP:

1. Required format and information:
 - a) All sheets shall read top to bottom in the long dimension. The following information shall be included on all sheets:
 - i) Engineer or land surveyor identification, seal, and signature
 - ii) City file number
 - iii) Volume/Page numbers from King County Assessor's Office
 - iv) Subdivision name and location (located at the top of each sheet)
 - v) North arrow and scale (map sheets only)
 - vi) Line and curve tables (map sheets only)
 - b) The name of the subdivision shall be located at the top of the first sheet. Immediately below the subdivision name the location of the subdivision shall be identified by section, township, and range. Immediately below the location "City of Newcastle, King County, Washington" shall be labeled.
 - c) Spaces for Approval signatures shall be located on the first sheet for:
 - i) City Engineer
 - ii) Director, Department of Community Development
 - iii) City Treasurer

- iv) Mayor, with attest from City Clerk
- v) Finance Director
- vi) Finance Division Certificate (King County)
- vii) Department of Assessments (King County)
- viii) Land Surveyor's Certificate with seal (in separate block)
- ix) King County Recording Certificate (in separate block)

d) A dedication section shall be located on the first sheet and shall contain space for signature by all owners with interest in the land.

e) Beginning on the second sheet, the following text sections shall be shown:

- i) Restrictions
- ii) Legal Description
- iii) Easement Provisions. The following language shall be included for public storm drainage easements:

“An easement is hereby reserved for and granted to the City of Newcastle under and upon the easements shown on the plat and described as “Public Storm Drainage Easement” to install, maintain, replace, repair, and operate drainage systems, mains and appurtenances for this subdivision and other property together with the right to enter upon said easements at all times for the purposes stated.

The grantor covenants that no permanent structure shall be erected, and no large trees or shrubs shall be planted in the area of ground for which the easement in favor of the City of Newcastle has been provided. Grantor may construct a fence or other obstruction, excluding rock or retaining walls, on grantor's property, PROVIDED however, that grantor does not prohibit or impeded the City's access to the easement.”

- iv) Acknowledgments
- v) Covenant identification
- vi) Notes
- vii) In a table format, list lot addresses and area for all lots, list the area of all tracts, ROW dedications and the total plat area. The lots, tracts and ROW should add up to the total plat area.

f) A map of the entire plat indicating the section corners from which the legal description is derived shall be shown at a scale not to exceed 1"=200'. The basis of bearings shall be identified. All lot numbers and tracts shall be identified on the map and the survey data for the plat boundary labeled. Also, an index sheet shall be included.

2. On individual map sheets the following information shall be shown at a scale not to exceed 1"=50':

- a) Street names (proposed and existing)
- b) Street rights-of-way lines with width, intersection corner radii, and cul-de-sac radii labeled
- c) Street right-of-way centerline indicated with survey bearings
- d) Monument locations (proposed and existing)
- e) Sensitive area boundaries, buffer lines, and setback lines
- f) Where a map sheet continues onto another sheet, references identifying the appropriate sheet shall be labeled in all locations.
- g) A table shall be included which identifies the required building setbacks. Table shall include the front, side, rear, garage, and storm drainage easement setbacks. The table shall note, “For additional requirements see City of Newcastle Municipal Code, Section 18”.
- h) Right-of-way dedications with dimensions and area

- i) Easements for temporary cul-de-sac turnarounds
- j) Legend identifying all common and typical symbols
- k) A miniature index sheet indicating the current sheet

- l) Tracts
 - i) All tracts shall be identified as to purpose (Public Storm Drainage, Private Access Tract, Public Open Space, etc.)
 - ii) All tracts shall identify a call-out note. Note shall identify the ownership, specific rights and restrictions of each tract
 - iii) All tracts shall have all survey dimensions and bearings labeled with area

- m) Easements
 - i) All easements shall be identified as to purpose (Private Drainage, Sewer, Water, etc.,)
 - ii) All easements shall have all survey dimensions and bearings identified
 - iii) All easements shall identify a call-out note. Note shall identify the benefactor (grantee), specific rights and restrictions of each easement
 - iv) Building setbacks shall be shown from each easement boundary

- n) Lots
 - i) Each lot shall be identified on every sheet in which it appears with all data
 - ii) Data shall include the lot number, lot dimensions and bearings, all building setback lines, and any call-out notes. Notes shall identify any special restrictions for that particular lot
 - iii) Notes that are common and typical for all lots shall be shown on all map sheets

3. The Notes section shall include all necessary notes including:

- a) Instrumentation used for the survey
- b) Ownership and maintenance responsibility for all tracts, landscaping areas, parks, trails, private easements, open space, steep slopes, wetlands, streams, other sensitive areas.
- c) Identification of storm water disposal for individual roof downspouts.
- d) Restrictions within building setbacks and buffers.
- e) Type of building materials allowed.
- f) Type of heating equipment allowed.
- g) Requirement for fire flow or fire sprinkler systems
- h) Access restrictions
- i) Payment of impact fees
- j) Restrictions regarding latecomers agreements or other special encumbrances
- k) Required geotechnical information for individual lots
- l) Any other special requirements, circumstances, or restrictions



FINAL PLAT AGREEMENT TO BILLING PROCEDURES

AGREEMENT TO BILLING PROCEDURES

1. The Applicant has filed with the City an application for _____ under City File No. _____. The City requires that all applicants pay for all costs incurred by the City for third party consultants and City staff throughout the review of the application, and that all applicants maintain a trust account with the City of funds equal to not less than fifty percent of the anticipated costs. In accordance with this requirement, for the _____ application, the Applicant shall maintain a trust account with the City the sum of \$ _____ until the time that the application is approved, construction is completed, and the reviewing departments have given their final sign-off. The trust account shall be held in a non-interest bearing account.
2. The City shall invoice the Applicant on a monthly basis for all costs incurred by the City for third party consultants and City staff, at the address listed below for the Applicant. The Applicant shall pay all invoices upon receipt.
3. If the Applicant fails to pay an invoice by the due date, the City shall have the right to withdraw the amount due from the funds that the Applicant has deposited with the City, without any further notice to the Applicant. The City shall have the right to suspend and/or terminate the City's processing of the application until the Applicant places sufficient funds in a trust account with the City to comply with Paragraph 1 above. In addition, any applicant who has a delinquent account with the City shall be prohibited from applying for any new applications until such time that all accounts are brought current.

By signing below, the Applicant represents that the Applicant has read the Billing Procedures set forth above, and agrees to the Procedures.

APPLICANT

By _____

Printed name _____

Its _____

Address:

Telephone number:
