



# Burien

Washington, USA

## Final Short Plat Application

400 SW 152<sup>nd</sup> Street, Suite 300 Burien, WA 98166  
Phone: (206) 241-4647 • FAX: (206) 248-5539  
www.burienwa.gov

File Number _____
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### APPLICANT INFORMATION

Name:	Company:	Daytime Phone:
Mailing Address:		E-Mail:
Contact person:	E-Mail:	Daytime Phone:
Property owner:	Daytime Phone:	
Mailing Address:		E-Mail:

### PROJECT INFORMATION

Site Address:	Parcel Number:	
Zoning District:	Comprehensive Plan designation:	
Number of Acres:	Number of Lots:	Number of Units:
Legal description of property:		
Description of proposal (attach additional sheets if necessary):		

### SIGNATURE

I, \_\_\_\_\_, declare that I am the owner of the property involved in this application, and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I designate \_\_\_\_\_ to act as my agent with respect to this application. I agree to reimburse the City of Burien for the costs of professional Engineers and other Consultants hired by the City to review and inspect this proposal when the City is unable to do so with existing in house staff.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Please see the attached checklist(s) for a list of plans and other information that must be submitted with this application and for other important information. The checklist(s) must be submitted with the application and the required submittals.



Application	REQUIRED	PROVIDED
Set up an application submittal appointment with planner from preliminary plat approval.	X	
A completed and signed Final Short Plat Application Form.	X	

Fees	REQUIRED	PROVIDED
A check payable to the City of Burien for applicable filing fees (see separate fee schedule).	X	
The fee-in-lieu of recreation space or provision of recreation space to be provided at time of submittal (consult with planner).	X	

Condition of Approval and Plat Improvements	REQUIRED	PROVIDED
Completion of Conditions of Approval and Plat Improvements: After the Community Development Director approves the preliminary short plat and all conditions of preliminary approval and installation of any required plat improvements are completed, the applicant may submit for final approval of the short plat.	X	

As Built Drawings	REQUIRED	PROVIDED
Per the City of Burien As-Built Checklist, submit paper copy of the proposed as-built at a scale of 1"=40' or less on a standard 18"x24" sheet (see Right-of-Way Inspector for as-built checklist). Drawing shall be prepared by a Washington State licensed Engineer or Surveyor showing all streets and other access ways, traffic signals, traffic signs, water, sewer, stormwater facilities, retaining walls, and rockeries within the subdivision. Once the paper copy has been approved by the Right-of-Way Inspector, a final mylar & CADD or PDF drawing will be required from the applicant.	X	

Drainage Video Inspection	REQUIRED	PROVIDED
Submit video footage and the inspection report showing that a drainage video inspection has been conducted for newly modified or constructed drainage systems which are equal or larger than an 8" diameter pipe. A pipeline video inspection for a pipe smaller than 8" may be required as determined by the City Inspector.	X	

Maintenance Security	REQUIRED	PROVIDED
Submit maintenance security paperwork for any right-of-way or on-site public drainage facilities to the Public Works Department.	X	

Final Short Plat Map (5 copies)	REQUIRED	PROVIDED
Four (4) paper prints of the Final Plat Map. The map shall be prepared in accordance with the requirements below. Neatness, accuracy and legibility are important to ensure the best reproduction quality. The map shall be unsigned at time of submittal.	X	
1. <u>Size</u> : The final map shall be drawn on a sheet 18"x24" with a 2" margin on the left side and a 0.5" margin on all other sides.	X	

2. <u>Scale &amp; North Arrow</u> : The final map must be drawn to scale, preferably 1"=50', and the scale must be shown on the face of the map. Include both a bar scale for microfilming and reducing, and the regular numbered scale.	X	
3. <u>Access, Utilities and Storm Drainage Easements</u> : The final map must show adjacent and internal rights-of-way and easements for access, utilities and storm drainage (existing and proposed) per title report.	X	
4. <u>Name and Number of Short Plat</u> : The name (if applicable) and Department of Community Development preliminary plat number of the plat must be on the face of the final plat map.	X	
5. <u>Lot Numbering</u> : Lots shall be designated by number on the short plat within the area of the lot. Tracts shall be similarly designated by letter and each tract shall be clearly identified with the ownership and purpose.	X	
6. <u>Legal Description</u> : The legal description of the total parent parcel shall be shown on the final map. The legal description shall reflect within said description, ties to all subdivision lines, donation claim lines and/or recorded plan lines, and reference recorded documents.	X	
7. <u>Licensed Surveyor</u> : All short plats shall be surveyed by a land surveyor licensed in the State of Washington. The Surveyor's certificate must appear on the final map. The surveyor shall submit written verification that all property corners have been set and streets have been monumented.	X	
8. <u>Survey Requirements</u> : <ul style="list-style-type: none"> <li>Identify all corners on the face of the plat and/or reference a recorded document used to control the survey whether they were calculated from a previous survey of record or found, established, or reestablished.</li> <li>Basis of Bearing: All final plats shall be based on at least two (2) horizontal control points and reference the North American Datum of 1983/1991 Adjustment (NAD 83/91).</li> <li>Give the physical description of any monuments shown, found, established or reestablished, including size, and date visited.</li> <li>S-T-R and the quarter-quarter(s) or approximated quarter-quarter(s) of the section in which the surveyed parcel lies.</li> <li>Tie bearing and distance to all existing monuments used in the survey of land.</li> <li>Description of all monuments as to physical characteristics. Also indicate if found, set, or will be set, and date visited (see WAC 332-130).</li> <li>Symbols and legends are encouraged to describe monuments, lines, and other information.</li> <li>Every sheet shall have two (2) blocks 2" x ¾": one in the upper right corner and in the lower right for the Volume and Page with the surveyor's title block (see WAC 332-130).</li> </ul>	X	
9. <u>Other Details</u> : <ul style="list-style-type: none"> <li>Dimensions of the boundaries of the total property and proposed lot lines.</li> <li>Adjacent streets.</li> <li>Type, location, and dimensions of existing and proposed easements.</li> <li>Type, location, and dimensions of existing encroachments (e.g. fences, structures, roads) over property lines.</li> <li>Required critical area protection easements and building setback lines.</li> </ul>	X	

Supporting Information	REQUIRED	PROVIDED
1. <u>Lot Closure Calculations</u> : Lot closure calculations shall be submitted and <b>signed by a Washington State license professional land surveyor</b> for all closed figures as part of the final plat application submittal and shall meet the following criteria, unless otherwise approved by the City of Burien reviewer: <ul style="list-style-type: none"> <li>The dimensions listed in the lot closure calculations must be identical to those</li> </ul>	X	

<p>depicted on the map and shall be the exact numeric quantity used in computing the closure.</p> <ul style="list-style-type: none"> <li>• The calculations must contain, at minimum, all the curve information depicted on the map.</li> <li>• For curves – the radial bearings in and out must be listed in the calculations.</li> <li>• The calculations must list coordinates for the ends of each course and radius points. The starting point coordinate for a closed figure must be mathematically related to the rest of the plat.</li> <li>• The calculations must provide a calculated area in square feet and a mathematical closure for each closed figure. Inversed dimensions will not be accepted.</li> <li>• Continue the mathematical check in the following order: <ul style="list-style-type: none"> <li>- Boundary</li> <li>- Each street centerline or block exterior</li> <li>- Each lot, tract and parcel</li> </ul> </li> </ul>		
<p>2. <u>Plat Certificate:</u></p> <ul style="list-style-type: none"> <li>• A current (no more than 30 days old) title company certification (such as a title report or short plat certificate) verifying the current ownership and title of all interested parties. The City reserves the right to require updates of the certificate or title report at any time prior to signing the final plat by the City of Burien staff.</li> <li>• Compare the legal description of the plat certificate with the legal description on the plat map to be certain that they describe the same parcel of land.</li> <li>• Check that existing easements, liens, and other encumbrances are show on the plat together with the recording numbers. All easement documents shall be attached to the plat certificate.</li> <li>• Check that every owner who is indicated on the plat certificate has an ownership interest in the land being subdivided has signed the plat.</li> <li>• If any utility districts have existing easements within the proposed plat, the applicant or its assigns shall have these easements removed or shall have their rights subordinated to the City of Burien if they fall within dedicated right-of-way or tracts for public use. Submit one (1) copy of appropriate documentation if applicable (i.e. easement release or language agreement).</li> </ul>	X	

<b>Plat Dedication &amp; Approvals</b>	REQUIRED	PROVIDED
<p>1. <u>Dedication:</u> The final plat map shall include a dedication statement and owner(s) signature and notary block.</p> <p style="text-align: center;"><u>DEDICATION</u></p> <p>KNOW ALL PEOPLE BY THESE PRESENTS that we, the undersigned owners of interest in the land hereby short subdivided, hereby declare this short plat to be the graphic representation of the short subdivision made hereby, and do hereby dedicate to the use of the public forever all streets and avenues not shown as private hereon and dedicate the use thereof for all public purposes not inconsistent with the use thereof for public highway purposes, and also the right to make all necessary slopes for cuts and fills upon the lots shown thereon in the original reasonable grading of said streets, and avenues, and further dedicate to the use of the public all the easements and tracts shown on this short plat for all public purposes as indicated thereon, including but not limited to parks, open space, utilities and drainage unless such easements or tracts are specifically identified on this short plat as being dedicated or conveyed to a person or entity other than the public in which case we do hereby dedicate such streets, easements, or tracts to the person or entity identified and for the purpose stated.</p> <p>Further the undersigned owners of the land hereby short subdivided waive for themselves, their heirs and assigns and any person or entity deriving title for the undersigned, any and all claims for damages against the City of Burien, its successors and assigns to which may be occasioned by the establishment, construction, or maintenance of roads and/or drainage</p>	X	

systems within this short subdivision other than claims resulting from inadequate maintenance by the City of Burien.

Further the undersigned owners of the land hereby short subdivided agree for themselves, their heirs and assigned to indemnify and hold the City of Burien, its successors and assigns, harmless from any damage, including any costs of defense, claimed by persons within or without this short subdivision to have been caused by alterations of the ground surface, vegetation, drainage, or surface or subsurface water flows within this short subdivision or by establishment, construction or maintenance of the roads within this short subdivision. Provided, this waiver and indemnification shall not be construed as releasing the City of Burien, its successors assigned, from liability for damages, including the cost of defense, resulting in whole or in part from the negligence of the City of Burien, its successors, or assigns.

This subdivision, dedication, waiver of claims and agreement to hold harmless is made with the free consent and in accordance with the desires of said owners.

IN WITNESS WHEREOF we set our hands and seals.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name  
State of Washington                    )  
  ) ss.  
County of \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ signed the instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

\_\_\_\_\_  
Notary Public  
Dated: \_\_\_\_\_  
My appointment expires: \_\_\_\_\_

State of Washington                    )  
  ) ss.  
County of \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ signed the instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

\_\_\_\_\_  
Notary Public  
Dated: \_\_\_\_\_  
My appointment expires: \_\_\_\_\_

2. Approvals: The final short plat map must have the following approval blocks:

<p>CITY OF BURIEN</p> <p>Examined and approved this _____ day of _____, 20__.</p> <p>_____</p> <p>Development Review Engineer</p> <p>Examined and approved this _____ day of _____, 20__.</p> <p>_____</p> <p>Director of Community Development</p> <p>KING COUNTY DEPARTMENT OF ASSESSMENTS</p> <p>Examined and approved this _____ day of _____, 20__.</p> <p>_____</p> <p>Assessor</p> <p>_____</p> <p>Deputy Assessor</p>		
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**Short Plat Recording**

Short Plat Recording: After City review and approval of the final map (including compliance with all conditions of preliminary approval), the applicant will receive a letter requiring provision of the following items to the City:

- Five (5) paper copies, signed and notarized by the owner(s); **one (1) original and four (4) copies**
- All signatures and writing shall be made with permanent black ink.
- Check payable to King County Department of Records for recording fees.

**Final Plat Recording**

Final Recording: Once the signed final short plat map has been submitted and the short plat has been signed by the Development Review Engineer and Community Development Director, the City will be responsible for recording the short plat. After recording, the City will return one (1) copy with the recording number to the applicant.

**Building Permit Submittal**

Building permits for each new lot may not be submitted until the short plat has been recorded and parcel numbers have been assigned by King County for each individual lot.