



CITY OF OAK HARBOR
Development Services Department

Subdivisions
Final Plat Application
Review Process VI

What is a Subdivision?

A subdivision is the division of land into ten or more lots, tracts, parcels, sites or divisions for the purpose of sale or lease and includes all re-subdivision of land.

What is a Final Plat, and when is it necessary?

A final plat is the final drawing of a subdivision and a dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in Title 21.10.010 of the Oak Harbor Municipal Code. A final plat is required when land is being subdivided into ten or more lots, tracts, parcels, sites or division for the purpose of sale or lease and includes all re-subdivision of land.

Is a pre-application meeting required for a Final Plat application?

No, a pre-application meeting is not required for a final plat application.

Is public notice required for a Final Plat application?

No, public notice is not required for final plat applications.

Is a public hearing required for Final Plat approval?

Yes. Final plat approval is subject to review process VI and includes a public hearing before City Council, with a decision made by City Council.

Can I appeal the decision by City Council regarding the Final Plat application?

No, the decision by City Council is final, and not appealable.

The Final Plat Process

- Prior to the submission of a final plat for approval, all streets, alleys, sidewalks, storm drainage, utilities, monumentation, street lights, trees, and any other improvements specified must be installed and completed by the subdivider to the satisfaction of the City engineer.
- A performance bond in the amount of one hundred twelve percent (112%) of the cost to construct required and uninstalled improvements may be posted in lieu of installation of improvements, provided that such bond is recommended by the City engineer.
- Final plat submittal – The last step in the subdivision process involves submitting the final plat plan for approval by City Council. This plan must incorporate the comments and requirements set forth in the preliminary plat approval. The final

plat application package must be submitted at least four weeks prior to the date of the City Council meeting at which the application will be reviewed. After the final plat has been approved by City Council, final mylars may be submitted for signature and then recorded with Island County.

Fees

- Fee at time of final plat application submittal: ***included in the fee for the preliminary plat application.***

If you have any questions regarding the final plat application process, please contact the Permit Coordinator at (360) 279-4510.



Final Plat Review Process VI

Submittal Requirement List & Application for Final Plat

How do I start the application process?

The first step is to submit a complete application packet to the Permit Center located in the Development Services Department along with any applicable fees and the required number of copies for all submittal items. A complete application packet includes all the information and items listed in the Submittal Requirement List shown below.

The Development Services Department conducts two application checks to ensure that application packets are complete before staff begins the development review process. Prior to accepting an application, staff will conduct a “**Counter Complete**” review of the submittal package. This initial counter complete review ensures that all required submittal items are contained within the package. If each item on the submittal requirement list has been submitted, the application will be accepted for further review.

Prior to processing the application, the Development Services Department will determine that the application is “**Technically Complete**”. A Technically complete application must contain all information required by the applicable development regulations as they apply to the proposed land use action. Within twenty-eight calendar days after receiving a project permit application, the City will provide the applicant with a determination stating either that the application is complete, or that the application is not complete and more information must be submitted before staff review can occur.

Submittal Requirement List

The following checklist identifies required information for the final plat submittal. **All** items with a number followed by an underlined space (i.e., 1.____) must be submitted before the application will be considered “Counter Compete”. **All** items with a check box (i.e.) must be complete for the application to be determined “Technically Complete”.

Final Plat Submittal Requirements

- 1.____ COVER SHEET** – A coversheet listing the contents of the application package should follow the above information;
- 2.____ APPLICATION FORM (attached)** – The application form must be completed and the applicant must sign at least one original copy in ink;
- 3.____ TITLE REPORT** – A title report from a title company licensed to do business in the state of Washington;

4. FINAL PLAT – The final plat map must be prepared by a professional land surveyor or engineer, and all items on the following list must be included on the final plat map:

Plat Form

- ❑ The final plat, containing all the information specified in this section, must be prepared in a neat and legible manner in permanent drawing ink or equivalent on mylar film or better. All documents, maps, survey calculations and notes must contain the name of the subdivision, the name(s) of the subdivider(s), and the name of the registered land surveyor responsible to the subdivider(s).
- ❑ The plat map must be 18" by 24" with a ½" border on the top, bottom, and right hand margins and a 2" border on the left hand or binding margin.
- ❑ All linear dimensions must be given in feet and decimals of a foot to the nearest hundredth.
- ❑ The scale of the final plat will be 100 feet to the inch, or as approved by the Director of Development Services.
- ❑ The final plat must contain the legal description of the subdivision and easement provision, a dedication, acknowledgments, and other statements in permanent ink or equal, either by hand or mechanical device, in substantially the form as follows (see attached example of final plat form).

The plat map must clearly show the following information:

- ❑ The lines and names of all streets and other public ways, parks, playgrounds and easements intended to be dedicated for public use or granted for use of inhabitants of the subdivision;
- ❑ The lines and names of all existing or platted streets or other public ways, parks, playgrounds and easements adjacent to the subdivision, including municipal boundaries, township lines, and section lines; The lengths and bearings of all straight lines, curve radii, curve delta, arcs and semi-tangents (where appropriate) of all curves;
- ❑ All bearings and dimensions along the lines of each lot together with any other data necessary for the location of any lot lines in the field. All bearings must be referenced to the Washington Coordinate Systems, North Zone.
- ❑ Suitable primary control points, approved by the city engineer, on descriptions and ties to such control points, to which all dimensions, angles, bearings and similar data given on the plat must be referred;
- ❑ The location of all permanent monuments;
- ❑ The names of all subdivision immediately adjacent thereto;
- ❑ The date, north arrow, scale, datum plane, and date of survey;
- ❑ The boundary of the tract with the courses and distances marked thereon as determined by a field survey made by a registered land surveyor of the state;
- ❑ A vicinity sketch map of approximately 800 feet to the inch; and
- ❑ Street names.

5.__ COST INFORMATION – The subdivider’s engineer must provide cost information for construction and installation of all improvements including but not limited to the following:

- ❑ **Water mains and appurtenances.** Total cost by size and number of feet and the cost of any other associated improvements by item;
- ❑ **Storm drains.** Total cost by size and number of feet;
- ❑ **Sanitary Sewer.** Total cost by size and number of feet;
- ❑ **Streets.** Total cost by size and number of feet;
- ❑ **Other on or off-site improvements as required.**

6.__ COVENANTS – A copy of all restrictive covenants proposed to run with the land must be provided;

7.__ SUBMITTAL REQUIREMENTS – **9 copies** of a complete and accurate final plat map (a required size of 18” by 24”), along with **9 copies** of the application form. One copy each of all the other submittal requirements must be submitted as part of the application packet.





CITY OF OAK HARBOR
Development Services Department

**Final Plat
Application Form**

Project Name:

Description of Proposal:

APPLICANT NAME/CONTACT PERSON (or legal representative):	Address:
E-mail Address:	Phone and Fax:
PROPERTY OWNER NAME (list multiple owners on a separate sheet):	Address:
E-mail Address:	Phone and Fax:
ENGINEER/SURVEYOR:	Address:
E-mail Address:	Phone and Fax:
PROJECT SITE INFORMATION (address/location):	Comp. Plan Designation:
Zoning:	Parcel Number(s):
Legal Description (attach separate sheet):	Acreage of Original Parcel(s):
Section/Township/Range:	Number of Lots:

AUTHORIZATION:

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request.

I declare under penalty of the perjury laws that the information I have provided on this form/application is true, correct and complete.

Authorized Signature

Date