



FINAL PLAT APPLICATION

City of Ferndale Community Development Department
2095 Main Street/ PO Box 936
Ferndale, WA 98248 (360) 384-4006
www.cityofferndale.org

- An Appointment is Required to Submit Your Application
- A Master Development Application is Also Required

SUPPLEMENTAL

NAME OF PLAT _____ Number of Lots _____

Section ____ Township _____ Range _____

LEGAL OWNER: (Name, address and phone) _____

DEVELOPER: (Name, address and phone) _____

ENGINEER OR SURVEYOR: (Name, address and phone) _____

Describe general location of property: _____

List all improvements proposed for bonding: _____

Date preliminary plat approval was granted: _____

For Final Plat Application all information required by Chapter 17.24 of the Municipal Code must be submitted.

Design Requirements (Chapter 17.28) and Required Improvements (Chapter 17.32) of the Municipal Code must be complied with at both the Preliminary and Final Plat Stages.

Signature of Owner(s)

Signature of Contact Person

Signature of Applicant (if different)



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STEP 1: Submittal of Final Plat Application

Final Plat Application Includes:

- Completed Master Application Form
- Completed Application Form (with Street Name Proposal Forms)
- 20 Copies of Final Plat Drawing
- 1 reduced (8 ½ x 14 or 8 ½ x 11) copy
- Payment of Application Fee
- Preliminary Title Report
- Covenants
- Must be submitted at least 20 days prior to Planning Commission Meeting

Staff Responsibilities:

- Determine Applications are complete
- Set Application on Agenda/Advertise for Planning Commission Meeting
- Assign Addresses – Submit to Department of Emergency Services
- Review for Compliance with Preliminary Plat Conditions
- Determine Impact Fees
- Conduct Punchlist Inspection (Public Works)
- Prepare Staff Report for Planning Commission

Applicant's Responsibilities:

- Submit Complete Applications
- Schedule Public Works Inspection (minimum of 48 Hours notice)

Note: Inspection must be completed and approved at least one week prior to the Planning Commission meeting date.

STEP 2: Final Plat Approval by Planning Commission

STEP 3: City Council Review of Final Plat Application

Information to be Submitted by Applicant:

- List of all Improvements Proposed for Bonding
- Cost Estimate Developed by a Professional Engineer for any work to be completed under a Performance Bond
- Cost Estimate Developed by a Professional Engineer for two year Maintenance Bond
- Information must be submitted 7 days prior to Council Meeting

Staff Responsibilities:

- Place Item on City Council Agenda
- Notify Applicant of Street Addresses and Street Names to Appear on Final Plat
- Conduct Final Inspection (Public Works)
- Review Proposed Bonding Amount
- Prepare Staff Report, including recommendation of Public Works and the Planning Commission



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Applicant Responsibilities:

- Schedule Public Works Final Inspection (Minimum of 48 Hours Notice)

Note: Final Inspection must be completed and approved at least one week prior to City Council Meeting

STEP 4: Final Plat Approval by City Council

STEP 5: Final Plat Recording

Submittal of Final Plat Documents Include:

- Final Plat (2 mylar copies, 1 paper copy) with Approved Street Addresses Listed
- Performance and/or Maintenance Bond(s)
- Payment of All Applicable Impact Fees
- Final Title Certificate
- As Built Plans for All required improvements

Staff Responsibilities:

- Review for Compliance with All Requirements/Conditions
- Review of Bond by City Attorney and Public Works Director
- Obtain Signatures of City Officials

Applicant Responsibilities:

- Record Plat with County Auditor
- Provide recorded mylar and covenants to the City



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SUBMITTAL REQUIREMENTS

1. Completed Master Application
2. Completed Final Plat Application
3. Copy of Proposed restrictions and covenants
4. Copy of Preliminary Title Report

Graphic data to be submitted on prints

1. Vicinity Map
2. North Arrow
3. Scale
4. Complete Legal Description
5. Lot Dimensions
6. Lot numbers and Block numbers
7. Square footage shown on each lot
8. Road right-of-way widths
9. Road names (as approved) and any existing roads within 300 feet
10. Street addresses of the lots
11. Utility easement, greenbelt, or park widths
12. Soil log holes, soil investigation sites (if any)
13. Layout of easements, walkways, park sites, etc.
14. Outstanding natural features (water courses, tree lines, etc.) of property to be platted and adjacent property
15. Perimeter of proposed plat, marked with a bold line
16. Twenty (20) copies of plat map drawn to scale
17. One (1) reduced (8 1/2" x 14" or 8 1/2" x 11") copy of the plat map
18. As-built plans of water, sewer, storm and roadways

NOTE: Prints lacking any of the above items shall constitute grounds for refusing acceptance of the Plat.