



What is a Final Plat?

After a preliminary short plat, long plat, planned unit of development (PUD) or binding site plan is approved the applicant may apply for Final Plat. The purpose of the final plat process is to prepare a final copy of the approved plat to be recorded with the Spokane County Auditor. The plat is prepared by a surveyor and reviewed by the applicable City departments for conformance with the preliminary plat, accuracy, and compliance with the conditions of approval. Once the final plat is ready a copy will be printed on photo Mylar and will be signed by the heads of all the applicable City departments.

Plat Expiration:

Approval of a preliminary subdivision, short subdivision or binding site plan shall automatically expire five years after preliminary approval is granted, except that a one-year extension may be granted by the Planning Director. The extension must be requested at least 30 days prior to the expiration date. The plat must be finalized before approval expires.

Application:

Step 1 - Application Submission:

Make an appointment with the Planning Services Department to submit the application by calling 625-6300. Applications may not be submitted without an appointment.

Submittal Requirements:

1. General Application
2. Supplemental Final Plat Application
3. Three copies of a title report no older than 30 days
4. Application fee
5. Seven copies of the proposed final plat on paper

Size:

Long plat, BSP and PUD sheet size – 24 x 36 inches
Short plat sheet size – 18 x 24 inches

The face of the plat shall display the following information:

1. Plat name & name of any subdivision to be replatted.
2. Name, mailing address and phone number of the owner and official application contact person.

3. Surveyor's name, mailing address and phone number.
4. Section, Township, Range and legal description.
5. Vicinity map.
6. North arrow, scale, datum plane (NAVD88).
7. Acreage of plat, number of lots and density.
8. Boundary lines of the proposed subdivision.
9. City limits and section lines.
10. The boundaries and approximate dimensions of all blocks and lots, together with the numbers proposed to be assigned each lot and block, and the dimensions, square footage and acreage of all proposed lots and tracts.
11. Zoning designation.
12. Required setbacks.
13. Location, proposed name and widths of streets, alleys, rights-of-way, easements (both public and private), turn around and emergency access, parks and open spaces.
14. Conditions of adjacent property, platted or unplatted, and if platted, giving the name of the subdivision. If the proposed short plat is the subdivision of a portion of an existing plat, the approximate lines of the existing plat are to be shown along with any and all recorded covenants and easements.
15. Indicate any street grades in excess of eight percent.
16. Location and, where ascertainable and sizes of all, water courses, bodies of water, culverts, bridges, railroad lines, and other features existing upon, over or under the land proposed to be subdivided.
17. Proposed one-foot strips for right-of-way conveyed to the City, in cases where a proposed public street or alley abuts unplatted land.
18. If a body of water forms the boundary of the plat, the ordinary high water mark as defined in chapter 90.58 RCW
19. Regulated Critical Areas.
20. Significant historic, cultural or archaeological resources;
21. If the proposal is located in an irrigation district, the irrigation district name.
22. Required signature blocks found in SMC 17G.080.
25. Plat declaration including the language found in SMC 17G.080.040G2.g.

Step 2 – Routing of Application:

The application is routed to the Engineering Services Department, City Attorney's Office and City Treasurer's Office. Within 30 days the Planning Department will notify the applicant if the plat is ready to be printed on mylar or if changes are required. If the final plat application requires additions or revisions, a letter requesting revisions and a 'red line' drawing is returned to the applicant.

Step 3 – Resubmittal:

The applicant must provide the following components of the application at the time of resubmission:

1. A cover letter addressing the corrections, additions or modifications required.
2. Title report no older than thirty days.
3. The required number of copies of the corrected plat indicated by the planner.

Step 4 – Mylar Submission:

If all the department comments have been addressed, and the plat is ready, the Planning Services Department will authorize the applicant to print the plat on Mylar and submit it for signatures. Along with the Mylar a title report and an electronic copy of the plat shall also be submitted. The Planning Services Department will route the Mylar to the Planning Director, City Engineer, City Treasurer and Hearing Examiner (not required for short plats or BSP) for signatures. The applicant must record the plat within ten days of the date the last City official signed it.

Step 5 – County Signatures:

The applicant is responsible for taking the Mylar from the City to the County and obtaining signatures from the County Treasurer and County Assessor.

Step 8 – Recording:

Once all signatures are obtained, the applicant takes two mylars to the County Auditor. One of the mylars will be taken by the Auditor's Office for recording and the second will be kept to transfer the conforming information and returned to the applicant on a time available basis.

Step 9 – Return Prints:

The applicant is responsible for returning one Mylar copy and twelve paper copies of the signed and recorded final plat to the Planning Services Department prior to application for building permits.

City Departments:

Engineering Services (509) 625-6700
City Treasurer's Office (509) 625-6030
City Attorney's Office (509) 625-6225
City Hearing Examiner's Office (509) 625-6010

County Departments:

County Assessor's Office (509) 477-3698.
County Treasurer's Office (509) 477-2279
County Auditor's Office (509) 477-2270

For more information see the Spokane Municipal Code Chapter 17G.080 Subdivisions or contact:

*Planning Services Department
3rd Floor, City Hall, 808 W. Spokane Falls Blvd.
Spokane, Washington 99201
(509) 625-6100*

www.spokaneplanning.org