

Final Plat (FP)

Purpose

The purpose of a Final Plat (FP) is to allow for the subdivision of land into 10 or more lots, tracts, parcels, or divisions for the purposes of sale, lease, transfer, or building development. The Final Plat is the final drawings of the subdivision and dedication prepared for filing for record with the King County Department of Records and Elections and containing all elements and requirements set forth in [Chapter 58.17 RCW](#) and in the Issaquah Land Use Code. Final Plats require a Level 1 administrative decision.

Submittal Requirements	
Application fees are invoiced to the applicant after the submittal is deemed sufficient for review. Payable online by credit card up to \$5,000. Check and cash accepted.	
Required documents:	
1. Application	Application form completed via MyBuildingPermit.com (MBP) . MBP application path: Application Type—Land Use. Activity Type—Land Division. Scope of Work—Plat-Final.
2. Owner authorization	Owner must sign application. If the application is not signed by the owner, submit owner’s notarized authorization.
3. Plat Certificate	A Plat Certificate from a title insurance company documenting the ownership and title of all interested parties in the plat and listing all encumbrances. The Plat Certificate must be dated within 30 days from the date of the application.
4. Title report	A title report, prepared no earlier than 30 days from the date of application, confirming the land and the proposed subdivision is vested in the name of the owner whose signature appears on the Plat Certificate.
5. Description	<ol style="list-style-type: none"> a) Include how each condition of the preliminary plat and each condition of the SEPA decision, if applicable, has been or will be satisfied. b) If applicable, describe any inconsistencies with the approved preliminary plat that are minor deviations that do not: <ul style="list-style-type: none"> • Increase the number of lots. • Decrease any lot size by more than 10%. • Substantially alter the location or nature of improvements.

<p>6. Vicinity map A vicinity map that identifies the location of the subdivision in relationship to its surrounding vicinity (may be fulfilled with the Final Plat drawings).</p>
<p>7. Drawing size Final Plat drawings must be 18-inches x 24-inches in size. See Final Plat drawing requirements for detailed requirements.</p>
<p>8. As-built plans If work is complete, as-built plans or permit number as-builts were provided under.</p>
<p>9. Improvements or bonds Evidence that required facilities and improvements required by the preliminary plat have been completed, or that the applicant has submitted a performance bond or other security for deferred improvements.</p>
<p>10. Covenants Private covenants intended to be recorded with the Final Plat, as applicable</p>
<p>11. Agreements, easements Maintenance agreements, easements, and other similar documents required by preliminary plat approval.</p>

Final Plat drawing requirements:

1. Date, title, name, and location of the subdivision.
2. Graphic scale, datum plane, and true north point.
3. Lines and names of all streets or other public ways, parks, playground easements, reservations, and any area to be dedicated to public use, with notes stating their purpose and any limitations.
4. Lines and names of all existing or platted streets or other public ways, parks, playgrounds, and easements adjacent to the Final Plat, subdivision, or dedication, including municipal boundaries, township lines, and section lines.
5. All dimensions along the lines of each lot and each tract, with the true bearing and sufficient data necessary to readily determine and reproduce on the ground the location, bearing, and length of every street line, easement line, lot line, block line, and the boundary of the subdivided tract.
6. Lengths and bearings of all straight lines, curve radii arcs, and semi-tangents of all curves.
7. Location of all permanent control monuments based on Lambert coordinates.
8. Suitable primary control points, approved by the City Engineer, or descriptions and ties to such control points, to which all dimensions, angles, bearings, and similar data given on the Final Plat must be referred.
9. All dimensions must be given in feet and decimals of a foot to the nearest $\frac{1}{100}$. All angles and bearings must be accurately measured in degrees, minutes, and seconds.
10. In the event the plat constitutes a replat, the lots, blocks, streets, and other features of the previous plat must be shown by dotted lines in their proper positions in relation to the new arrangement of the plat. Show the new plat with solid lines.
11. The size in acres of each parcel, lot, tract, or other feature being created by the plat and the size of the right-of-way to be dedicated.
12. For each tract or non-developable parcel, the drawings need to show the property's use, ownership, maintenance obligations, and other restrictions or limitations.
13. For each easement, the drawings need to indicate the easement's purpose, who it is being dedicated to, if the easement is public or private, and who is responsible for maintenance.
14. For any property being dedicated or easement being conveyed to another entity other than the City, a letter stating that this other entity, such as a homeowner's association, will accept the property or easement.
15. Signature blocks and text required for CPD, Finance, Mayor, and King County.
16. A complete legal description of the land to be subdivided.
17. Any additional pertinent information necessary for adequate review of the application.
18. The requirements of Washington State law regarding subdivisions ([Chapter 58.17 RCW](#)).