

Final Plat Submittal Requirements

The following items must be provided in order to properly apply for a Final Plat Permit. Please contact the City of Issaquah Development Services Department to discuss what items should be included within your plan set. Plans and application will not be reviewed if information is incomplete. The applicable department director may require additional information or materials when necessary to augment a permit application.

I. Please Note

1. The property owner bears the responsibility for accuracy and completeness of all information provided with or affecting the application submittal.
2. The Development Services Department may require additional information as needed. If you have any questions concerning your application submittal, please visit or contact the Issaquah Permit Center (425-837-3100) between 9:00 a.m. and 5:00 p.m., Monday through Friday or by e-mail at DSD@issaquahwa.gov

II. Purpose

The purpose of a Final Plat is to allow for the subdivision of land into more than four (4) or more lots, tracts, parcels or divisions for the purposes of sale, lease, or 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.

III. Steps Prior to Submittal of Final Plat Application

1. The public hearing for the Preliminary Plat will already have taken place and a decision issued by the Hearing Examiner.
2. Prior to submittal of the Final Plat application, a pre-submittal meeting with City staff facilitated by the Development Services Department is strongly encouraged. The purpose of the meeting is to allow City staff and the applicant to review all code requirements and the conditions of approval to ensure that all requirements have been met or bonds have been received by the City for those requirements that are being delayed. There is no application or fee for this meeting. Contact the Development Services Department at 425-837-3100 or by e-mail at PermitTech@issaquahwa.gov to schedule an appointment for the Final Plat pre-submittal meeting.

IV. Application Process

1. Gather your plans and supporting documents per the application checklist and plan set requirements.
2. Save the documents in PDF file format per our [PDF File Format Requirements](#).
3. Apply and upload your plans to www.MyBuildingPermit.com.
Select the following options when applying:
Land Use – Any Project Type – Land Division – Plat-Final
4. Plans are reviewed, commented, and approved electronically as PDF documents.
5. You print your approved set upon permit issuance.

V. Review Process

Modified Level 4 Review

(Chart for illustration only, see applicable Land Use Code Section for all requirements.)



VI. Application Checklist

This checklist has been designed to provide a brief overview of the City's submittal requirements for all written documentation. For a comprehensive list of requirements, please see remainder of this guide.

✓ = Required

Documents Required	
✓	Affidavit of Ownership/Agent Authority signed and notarized by all property owners and lots involved that are part of the Lot Line Adjustment application
✓	One Plat Certificate or Title Insurance Report of subject property to confirm ownership of the land, easements and encumbrances and that the land is vested in the name of the owner whose signature appears on the Plat Certificate. This is an update from the Preliminary Plat submittal.
✓	A narrative describing the project . Include how each condition of the Preliminary Plat and each condition of the SEPA decision, if applicable, has been or will be satisfied. Show how the Final Plat meets the criteria of IMC 18.13.200 if minor deviations from the Preliminary Plat are proposed.
✓	A vicinity map that identifies the location of the subdivision in relationship to its surrounding vicinity (may be fulfilled with the Final Plat drawings).
✓	Final Plat drawings , at a size of 18" x 24". See Section VII for detailed requirements.
✓	If work is complete, an As-Built plans in a PDF format showing the accurate construction and location of all sewer, water and storm water utilities, right-of-way, and other public improvements. If work is incomplete, a bond estimate .
✓	A computer plat closure or demonstrated mathematical plot closure on all new lots, streets, alleys, and boundaries. The maximum allowable surveyed error of closure shall be two hundredths (0.02) feet.
✓	A letter of certification from Issaquah Engineering and any other regulating agencies such as the Sammamish Plateau Water and Sewer District, indicating that all improvements have been installed in accordance with the conditions of the Preliminary Plat and the improvement standards or certain improvements have been deferred and a bond is posted in an amount equal to one hundred fifty (150) percent of the estimated cost of the deferred improvements (extent of improvements to be deferred and final amount to be determined by City Engineering).
Intake Fee	
✓	Final plat application processing fee in the amount according to the adopted Fee Schedule . Cash or check only.

VII. Final Plat Drawing Requirements

1. Date, title, name and location of the subdivision, graphic scale, datum plane and true north point.
2. 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.
3. Lines and names of all existing or platted streets or other public ways, parks, playgrounds and easement adjacent to the Final Plat, subdivision or dedication, including municipal boundaries, township lines and section lines.
4. 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.

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5. Lengths and bearings of all straight lines, curve radii arcs and semi-tangents of all curves.
6. Location of all permanent control monuments based on Lambert coordinates.
7. 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 shall be referred.
8. All dimensions shall be given in feet and decimals of a foot to the nearest 1/100. All angles and bearings shall be accurately measured in degrees, minutes and seconds.
9. In the event the plat constitutes a replat, the lots, blocks, street, etc. of the previous plat shall be shown by dotted lines in their proper positions in relation to the new arrangement of the plat, the new plat being shown in solid lines so as to avoid ambiguity.
10. The size in acres of each parcel, lot, tract, etc... being created by the plat and the size of the right of way to be dedicated.
11. For each tract or non-developable parcel, the drawings need to show the property's use, ownership, maintenance obligations, and other restrictions or limitations.
12. For each easement, the drawings need to indicate its purpose, who it is being dedicated to, maintenance obligations, and.
13. 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.
14. Signature blocks and text required for DSD, Finance, Mayor, and King County.
15. A complete legal description of the land to be subdivided.
16. Any additional pertinent information necessary for adequate review of the application.
17. The requirements of state law regarding subdivisions (Chapter 458.17 RCW).

VIII. Public Notice Requirements

A Final Plat is reviewed through a Modified Level 4 Review process including a notice to Parties of Record, properties owners within 300 feet of the subject property; notice on the City website, and to electronic subscription notice. The City of Issaquah provides the mailed noticing (including address labels) to the surrounding property owners and parties of record; notice on the City website, and to electronic subscription notice.

IX. Revision Submittals

All revisions must be submitted to the Permit Center and date-stamped by a permit technician. Each revision package must include the same number of sheets/documents that were required for the original submittal. The Permit center can be reached by calling 425-837-3100 or by e-mail at DSD@issaquahwa.gov

X. Links to Select IMC Sections

Land Use Code: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

Central Issaquah: <http://issaquahwa.gov/DocumentCenter/View/1411>

Development & Design Standards

Subdivisions: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

Environmental Protection: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

District Standards Table: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

Density calculation in Critical Areas: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

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Street Standards: <http://issaquahwa.gov/DocumentCenter/View/1048>

Landscaping & Tree Preservation: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>