

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Subdivision Process and Requirements

Updated July 26, 2022

This Tip was developed in partnership with the Seattle Department of Transportation (SDOT).

WHAT IS A SUBDIVISION?

Subdivision. A subdivision is the division or redivision of land into 10 or more lots, tracts, parcels, sites, or divisions for the purpose of sale, lease or transfer of ownership. Subdivision also includes division of property that has been divided by short subdivision within the past five years when the initial division together with the new division would result in a total of 10 or more lots, tracts, parcels, sites or divisions. A short subdivision is the division of land into 9 or fewer lots, tracts, parcels, sites or divisions and is regulated differently than a subdivision — see Tip 213A for details regarding the short subdivision process.

Unit Lot Subdivision. A unit lot subdivision is the division of a parent lot (the initial lot from which unit lots are subdivided) into 10 or more unit lots (one of the individual divisions created from the subdivision of a parent lot). Sites developed or proposed to be developed with single family, townhouses, rowhouses, and cottage housing may be subdivided into individual unit lots to allow the separate ownership of each residential unit, as permitted in the applicable zones.

Unless otherwise noted, the term “subdivision” in this Tip includes unit lot subdivisions for the purpose of describing the application and review processes.

PROCESS OVERVIEW

The subdivision application process consists of two distinct phases; the preliminary subdivision application process and the final plat review and approval process. The Seattle Department of Construction and Inspections (SDCI) is the lead for the first phase of a subdivision application (the preliminary subdivision), and Seattle

Department of Transportation (SDOT) is the lead for the second phase (the final plat).

The **preliminary subdivision process** includes public notice, reviews by several City departments, written recommendation by SDCI, a public hearing before a City Hearing Examiner, and the Hearing Examiner’s decision on the preliminary subdivision application.

SDCI administers preliminary subdivision applications under the Master Use Permit (MUP) process, which provides opportunity for public comment and appeal of certain types of land use applications.

A preliminary subdivision application is reviewed by the City and other governmental agencies. SDCI and other City departments review the subdivision application for consistency with the Land Use Code and other related land use control ordinances in effect at the time a complete preliminary subdivision application is submitted to SDCI.

- The requirements for a complete application are found in Seattle Municipal Code (SMC) Section 23.22.020. Subdivisions must meet the transportation concurrency level-of-service standards prescribed in SMC Chapter 23.52.
- Subdivisions situated in a flood control zone (see RCW Chapter 86.16) must receive prior written approval by the State Department of Ecology.
- Subdivisions situated in a riparian corridor, shoreline habitat, shoreline habitat buffer, wetland, wetland buffer, steep slope, or steep slope buffer must comply with applicable provisions of SMC Section 25.09.240 (Environmentally Critical Areas Ordinance).

SDCI will publish a written recommendation to the City Hearing Examiner. The City’s Hearing Examiner makes the decision on the preliminary subdivision application after conducting a public hearing. Other MUP components, such as environmental review (SEPA) and/or variances may be included with a subdivision application. Decisions on these components are published at the same time as the recommendation on the preliminary subdivision application.

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The final plat. After the Hearing Examiner's decision, the applicant prepares and submits corrected and complete subdivision documents to SDOT for the final plat review and approval process.

The review process for the final plat is performed by SDOT, SDCI, and any other affected departments based on the Hearing Examiner's conditions of approval, the Seattle Municipal Code and the Revised Code of Washington. SDOT or SDCI may return the final plat to the applicant for correction(s). Once the final plat meets all applicable requirements, SDOT will then prepare the legislative packet for Council's approval and acceptance. The final step for the City's process is to record the approved final plat with the King County Recorder. SDCI will then issue the subdivision permit. More information about the process is provided below, however, the complete details are found in SMC Chapters 23.22 (Subdivisions) and 23.76 (Master Use Permits and Council Land Use Decisions).

City codes are available online at https://library.municipal-code.com/wa/seattle/codes/municipal_code.

SDCI: PRELIMINARY SUBDIVISION

Prior to Application:

Several steps are necessary prior to preliminary subdivision application submittal:

- a. Receive a project number by submitting the following:
 - A Preliminary Application Form (PAF)
 - A Pre-Application Site Visit Request (PASV) Request. NOTE: If there has been a site visit on the development site within the last 24 months, then this requirement is typically waived.
 - Pay the PASV fee
- b. Receive a Preliminary Assessment Report (PAR). This report is the outcome of a multi-departmental effort to assess your project and identify critical issues or requirements that may not be immediately known, with a focus on infrastructure requirements. By submitting the PAF and PASV, your project will be placed in a queue that allows Seattle City Light, Seattle Department of Transportation, Seattle Public Utilities, SDCI Drainage and SDCI Land Use to review your preliminary documents and provide early feedback. You may refer to SDOT CAM 2206 for more information about the PAR.
- c. Attend a pre-submittal conference with a SDCI Planner. This is required in advance of the land use

intake appointment. Instructions and application forms for a Pre-Submittal Conference are found on the SDCI web site.

SDCI requires that you bring a copy of the proposed plat and supporting information that you intend to submit to allow a SDCI Planner and an SDOT Project Manager to screen the application materials.

Preliminary Subdivision Application Submittal

Preliminary subdivision applications are filed with SDCI at a land use intake appointment. To schedule an intake appointment, call (206) 684-8850 or contact the Applicant Service Center (ASC), www.seattle.gov/sdci/about-us/who-we-are/applicant-services-center.

A preliminary subdivision application must include 15 copies of the preliminary plat and 4 copies of 30% Street Improvement Plans as accepted by SDOT. Specific content to be included on the preliminary plat, along with other required documents are listed on Attachment A of this Tip.

Design and construction standards for streets and alleys, blocks, lots, pedestrian access, drainage and other utilities for subdivisions are found in SMC Sections 23.22.100 – 23.22.106

If the proposed subdivision is located within an Environmentally Critical Area, additional submittal information will be required — see Attachment A. Subdivisions in riparian corridors, shoreline habitat, wetlands, wetland buffers, steep slopes (40%), and steep slope buffers also have specific requirements for building sites, access and development credit for lot area as described in SMC Section 25.09.240.

Fees are collected at the land use intake appointment and are charged in accordance with the fee schedule established annually by the City Council in the Permit Fee Ordinance. Preliminary subdivision applications require a minimum fee and charges related to intake and public notice. Additional costs accrue at an hourly rate established in the Fee Subtitle (SMC Chapters 22.900A-22.900G) once SDCI's hourly review time exceeds the time anticipated by the minimum fee. Additional fees are billed monthly during the review process. Total fees for subdivisions vary widely, primarily as a result of the complexity of the proposal, applicant responsiveness to corrections identified by reviewers, and the extensive process involved in the review. You may refer to Tip 201 for more information about estimated time and costs.

Generally, the MUP or building permit application reflecting the proposed development must be

submitted and approved prior to application for a unit lot subdivision. Please include a copy of the MUP or building plans (or a survey of the completed construction, if applicable) with the preliminary unit lot subdivision application.

Preliminary Subdivision Application and Review Process

After the preliminary subdivision application is accepted, the applicant is responsible for posting an environmental sign(s) on the property in accordance with Director's Rule 29-2006 if environmental review is required; this sign is one of the code-required forms of public notice. An application is not considered complete until the applicant has notified SDCI that the sign has been installed. Notice of application is published in the Land Use Information Bulletin (available at the Seattle Services Portal online at <https://cosaccela.seattle.gov/Portal/welcome.aspx>) within 14 days of a complete application. Notice will be prepared according to the provisions of SMC Chapter 23.76.

A comment period of 14 days begins on the date of the notice. SDCI may extend this comment period an additional 14 days after receiving a written request made on or before the last day of the initial 14-day comment period.

SDCI forwards copies of the preliminary plat application to the following agencies (at a minimum):

- Seattle Dept of Transportation;
- Seattle/King Co. Public Health;
- Seattle City Light;
- Office of Housing;
- Dept. of Parks and Recreation;
- Seattle Public Utilities;
- Fire Department;
- King Co. Metro;

These agencies review the application materials and provide SDCI with a report on the effect of the proposed subdivision on the public health, safety and welfare, and recommend approval or disapproval of the preliminary subdivision application. The reports of the Director of Transportation and the Director of Seattle Public Utilities also include recommendations on the extent and type of improvements to be provided in areas to be dedicated to the City (if any).

SDCI staff review the application for compliance with applicable regulations, such as but not limited to the Land Use Code, Building Code, Environmentally Criti-

cal Areas Ordinance, and Stormwater Code. Staff may require additional information or corrections to the preliminary subdivision documentation prior to preparing a written report.

SDCI Report to Hearing Examiner

SDCI prepares a written report on the preliminary subdivision application for the City's Hearing Examiner, as described in SMC Section 23.76.023. The report will include:

1. The written recommendations or comments of any affected City departments and other governmental agencies having an interest in the application;
2. Responses to written comments submitted by interested citizens;
3. An evaluation of the proposal based on the standards and criteria for subdivisions contained in SMC Chapter 23.22;
4. All environmental documentation, including any checklist, Environmental Impact Statement (EIS), or Determination of Nonsignificance (DNS); and
5. The Director's recommendation to approve, approve with conditions or deny the application.

Fees are collected prior to publication of the SDCI report; which include any outstanding hourly fees.

A public hearing on the preliminary subdivision application is conducted by the Hearing Examiner. The hearing will include any appeals of the Director's procedural environmental determination (determination of nonsignificance or determination of adequacy of a final environmental impact statement) and other appealable SDCI decisions.

The Hearing Examiner considers all relevant facts to determine whether the public interest will be served by the subdivision and any dedication(s) in accordance with SMC Section 23.22.054. Dedication of land to a public body may be required as a condition of preliminary subdivision approval.

The Hearing Examiner makes a decision within 10 business days of the close of the record of the public hearing. The decision will approve, condition, or deny the preliminary subdivision application.

SDOT: FINAL PLAT

Final Plat Approval Process

Prior to submitting the final plat documents to SDOT,

60% Complete Street Improvement Plan Approval is required. See SDOT CAM 2213.

The applicant files the final plat documents, which must meet the requirements of RCW Chapter 58.17, SMC Chapter 23.22 and any conditions of approval or corrections imposed by the Hearing Examiner, with the Director of Transportation within 10 years of the date of the Hearing Examiner's preliminary plat approval.

The final plat process involves four milestones: 1) Filing with SDOT; 2) Review and Corrections; 3) Final Mylars and City Council Approval; and 4) Recording and permit issuance

The applicant must provide SDOT:

- Final Plat Application
- Current Title Report (within the last 30 days)
- 7 Copies of the Final Plat
- Hearing Examiner decision
- Deposit
- Preliminary Plat
- CC & R's (if applicable)
- SDCI Financial Responsibility Statement

SDOT reviews the final plat for compliance with the requirements listed in SMC Section 23.22.070 as well as the standards established by RCW Chapter 58.17.

Please note: To minimize the length of the review process, we recommend that all applicants consult with a qualified attorney during the preliminary subdivision application process and prior to submitting the final plat regarding easements, CC&Rs, and joint use and maintenance agreements.

Please work closely with your surveyor to proof read all submittals. Typographical errors and mislabeling are commonly found in final plat submittals. They can cause costly delays in the final review process. All errors and omissions must be corrected before the final plat will be approved.

Copies of the final plat will also be circulated for review to SDCI and other departments to determine compliance with applicable City requirements and conformance with the approved preliminary plat and the conditions imposed by the Hearing Examiner.

If any requirement is not satisfied, SDCI or SDOT will require modification or correction to the plat documents.

SDOT will send a consolidated correction notice to the applicant. Return revised documents to SDOT for circulation to reviewers.

After SDOT and SDCI determine that the final plat satisfies conditions and requirements, SDOT will forward legislation (an ordinance) and a complete copy of the proposed final plat to the City Council. The Council must determine:

1. Whether the final plat is in substantial conformance with the approved preliminary plat;
2. Whether the requirements imposed when the preliminary plat was approved have been met;
3. Whether the bond, if required by the City, is sufficient in its terms to assure completion of any required improvements; and
4. Whether the applicable requirements of state law (RCW Chapter 58.17) and the Seattle Municipal Code (SMC Chapter 23.22) that were in effect at the time of preliminary plat approval have been satisfied by the subdivider.

The City Council takes final City action on the subdivision application.

RECORDING AND MUP ISSUANCE

If the ordinance is approved by Council and the Mayor has signed the legislation, the City Clerk will sign the face of the plat (mylar). When all the required signatures have been completed, SDOT will forward the signed mylar to SDCI.

SDCI will calculate final fees and, once paid, make three copies of the final plat documents for transmittal to King County for recording. Once the plat is recorded, SDCI will contact the applicant and issue the subdivision permit. No permit is issued by SDOT.

CHANGES TO APPROVED PLAT

An applicant contemplating changes to a subdivision that has been approved by the Hearing Examiner or City Council, should contact the SDCI Land Use Planner who reviewed the original proposal to determine the appropriate process.

PRELIMINARY PLAT: SDCI

See Attachment A

<i>Research by Applicant and preparation of preliminary plat documents</i>
<i>Pre-submittal Conference</i>
<i>Submit Preliminary Subdivision Application at a Land Use Intake</i> <i>Public Notice and 14-day Comment Period</i>
<i>Review by SDCI, other City and agency staff</i> <i>Corrections sent to Applicant</i>
<i>Corrections by Applicant</i> <i>(2-3 cycles is common)</i>
<i>MUP or Building Permit approval of residential units required prior to SDCI Recommendation</i> <i>(if Unit Lot Subdivision)</i>
<i>SDCI Review and Recommendation</i>
<i>Publish Recommendation</i> <i>Notice of Public Hearing (30 day notice)</i>
<i>Hearing</i> <i>Hearing Examiner decision 10 working days after hearing = Preliminary Plat Approval</i>

FINAL PLAT: SDOT

See Attachment B

<i>File with SDOT</i>
<i>SDOT referral to SDCI and other departments</i>
<i>SDOT and SDCI review final plat documents, and drawings.</i> <i>SDOT sends corrections to Applicant</i>
<i>Corrections by Applicant</i> <i>(2-3 cycles is common)</i>
<i>SDCI prepares Conformance Report and sends to SDOT (10 days)</i>
<i>SDOT reviews Final Plat</i> <i>Corrections sent to Applicant</i>
<i>Corrections by Applicant</i> <i>(2-3 cycles is common)</i>
<i>SDOT refers Final Plat to City Council</i>
<i>City Council Determination</i>
<i>SDCI calculates final fees and makes copies of final plat documents for recording</i>
<i>SDCI records Final Plat with King County</i> <i>SDCI issues subdivision permit</i>

ATTACHMENT A SDCI CHECKLIST FOR PRELIMINARY SUBDIVISION APPLICATION

If all the information required to be shown cannot be clearly read, information may be separated into two or more site plans. This list may not include everything required in a particular case.

If the application is not complete enough to identify all necessary review locations and to provide sufficient information for initial review, the application may be rejected at the intake appointment.

SDCI Planner Screening/Notes:	Applicant Submittal:
	<input checked="" type="checkbox"/>
Provide 15 copies of the preliminary plat	
Provide 4 copies of 30% Street Improvement Plans to be reviewed by SDOT.	
Title Report	
I. PRELIMINARY SUBDIVISION APPLICATION (INCLUDING UNIT LOT SUBDIVISIONS) Every preliminary subdivision application shall consist of one (1) or more maps together with written data including the following:	
1. The name of the proposed subdivision;	
2. North arrow and scale; the location of existing property lines; streets, building(s), if any; watercourses and all general features;	
3. The legal description, address and Assessor's Parcel Number of the land contained within the subdivision. <i>(If this subdivision further subdivides a parcel of a previous short plat or lot boundary adjustment (LBA), provide the complete legal description of the original parcel with a reference to the short plat or LBA parcel (AKA Parcel C of Short Subdivision #301-----, recorded under K.C. Recording #2011XXX.)</i> Also include recorded easements as part of the legal description.	
4. The legal description and easement language for ingress/egress, pedestrian, parking and other easements, if applicable;	
5. The names and addresses of all persons (including individuals and entities) holding an interest in the lands (including easement rights and security interests) and a current title report from a title company licensed to do business in the State of Washington showing the legal description of the subdivision property, the names and titles of all owners of the subdivision property and the names and titles of all holders of easements, security interests and other liens affecting title to the subdivision property;	

SDCI Planner Screening/Notes:

Applicant
Submittal:

	6. The proposed names, locations, widths, dimensions and bearings of proposed streets, alleys, easements, parks, lots, building lines, if any, and all other information necessary to interpret the plat, including the location of existing utility and access easements which are to remain, all horizontal references (any reference to bearings, azimuths, or geographical or state plane coordinates) shall reference the North American Datum of 1983 (1991 adjustment);	
	7. If applicable, the open space or private amenity space and private parking that will serve the proposed or existing development;	
	8. The existing and proposed layout of the development, and the service point for all utilities that will serve the proposed development;	
	9. The location of streets in adjoining plats and the approximate locations of adjoining utilities and proposed extensions into the plat;	
	10. The names of adjoining plats;	
	11. The name, address and telephone number and seal of the registered land surveyor who made the survey or under whose supervision it was made;	
	12. The date of the survey;	
	13. All existing monuments and markers located by the survey;	
	14. The zoning classification applicable to the land within the subdivision;	
	15. The conditions of or the limitations on dedications, if any, including slope rights;	
	16. Contour intervals as required, based upon the North American Vertical Datum of 1988;	
	17. If the applicant is not the property owner, then evidence of authorization from the property owner to make the application	
	18. A signed statement of financial responsibility by the applicant and owner acknowledging financial responsibility for all applicable permit fees;	
	19. Drainage plan (if applicable);	

	20. Landscape plan (if applicable);	
	21. Identification of any property within three hundred (300) feet of the proposed subdivision that is owned or controlled by the applicant;	
	22. Specific location and description of all trees at least six (6) inches in diameter measured four and one-half (4 1/2) feet above the ground, with species indicated.	
	23. Provide easements (with legal descriptions) and a joint use and maintenance agreement if there are common or shared areas such as : <ul style="list-style-type: none"> • garage or parking areas • ingress/egress for pedestrians and vehicular access • common open space or residential amenity areas, • roofs or walls. • Utilities (public and private) 	
	II. IF THE SITE IS WITHIN AN ENVIRONMENTALLY CRITICAL AREA (ECA) If the site is within a riparian corridor, shoreline habitat, wetland, wetland buffer, steep slope (40%), or steep slope buffer, provide:	
	1. A topographic survey that complies with code requirements in SMC Subsection 25.09.330A, as summarized in Tip 103B	
	2. Additional site plan information, such as location and boundaries of the ECA on the site and within 25' of the site, location of proposed non-disturbance areas; location of proposed grading and drainage control facilities, and location of utilities, as required by SMC Subsection 25.09.330B	
	3. Technical reports detailing soils, geological, hydrological, drainage, plant ecology and botany, and other pertinent site information, as required by SMC Subsection 25.09.330C	
	4. Information to show how each of the proposed lots meet the standards of SMC Section 25.09.240.	

	<p>III. ADDITIONAL: REQUIREMENTS FOR UNIT LOT SUBDIVISION APPLICATIONS If the proposed subdivision is a unit lot subdivision, in addition to all of the information listed in I and II above</p>	
	<p>1. Label the legal description for the entire subdivision property "parent lot legal description."</p>	
	<p>2. Show private usable open space or private amenity area for each dwelling unit on the same unit lot as the dwelling unit it serves, if applicable.</p>	
	<p>3. Include the following information with dimensions:</p> <p>a) Proposed/existing structure footprint(s), including:</p> <ul style="list-style-type: none"> o required open space/ private or common amenity areas o parking spaces if located outside of a structure <p>b) Pedestrian and vehicular easements</p>	
	<p>IV. ADDITIONAL INFORMATION/DOCUMENTS The following may be necessary for the preliminary subdivision application:</p>	
	<p>1. ENVIRONMENTAL REVIEW</p> <p>Environmental review is required for all subdivision applications, unless the subdivision was already contemplated in a related Master Use Permit review for the site.</p> <p>Provide 5 copies of a completed, signed environmental checklist</p>	
	<p>2. Exceptions to minimum lot size in Single Family zones [the "75-80 Exception"]</p> <p>If you intend to create smaller than required lot areas through subdivision, provide a copy of the King County Assessor's map and your calculations to show compliance with the exceptions to minimum lot size found in SMC Subsection 23.44.10(B)(3)</p>	
	<p>3. Water Availability Certificate (WAC) Request Form – verification receipt by the Seattle Public Utilities</p>	

ATTACHMENT B SDOT FINAL PLAT DOCUMENTATION

The first page(s) of the final plat should have all the signature blocks, with the subsequent pages showing the lots, joint use and maintenance agreements and easement provisions.

Applicant
Submittal:

SDOT Notes:

	I. SUBMITTAL REQUIREMENTS	
	SDOT Subdivision Application Form	
	Two copies of Hearing Examiner's decision	
	Four copies of approved 60% complete Street Improvement Plans	
	CC&Rs	
	Documentation necessary to show compliance with Hearing Examiner conditions of Preliminary Plat approval	
	1. Seven copies of a final plat consistent with the technical requirements listed below and with Subchapter V (SMC Sections 23.22.092 – 23.22.098 Survey Requirements). If there are multiple owners, all the owners need to be identified and must sign the certificate and dedication (if applicable) on the face of the plat. See the signature block template provided below.	
	2. A complete survey of the section or sections in which the plat or replat is located, or as many sections as may be necessary to properly orient the plat within the section or sections;	
	3. Complete field and computation notes as provided in SMC Section 23.22.094.	
	4. An updated title report from a title company licensed to do business in the State of Washington showing all parties in interest in the subdivision and confirming that title of the property as described and shown on the final plat is in the name of the owners signing the certificate required in SMC Section 23.22.068 (described below).	
	5. Incorporate revisions as required by the Hearing Examiner decision on the preliminary plat and provide a copy of the Hearing Examiner decision.	
	6. SDCI Financial Responsibility Form (newly signed)	
	7. Lender Consent (if applicable)	

II. TECHNICAL STANDARDS FOR FINAL PLAT		
	<p>A. The final plat must be prepared upon the best grade of tracing medium (mylar) and must be eighteen (18) inches by twenty-four (24) inches in size.</p> <p>The accuracy and completeness of the map is the sole responsibility of a registered land surveyor whose seal must appear on the plat and who shall make field surveys and investigations as necessary to insure that the map is complete and accurate in every detail. The preparation of the tracing must be by an experienced draftsman and work must conform to established standards of workmanship. It is very helpful to have each sheet, except the first, labeled as to what that sheet is showing.</p> <p>The final plat must be at a scale not smaller than one hundred (100) feet to one (1) inch and contain and show the following:</p>	
	1. The name of the subdivision;	
	2. The lines, widths and names of all streets, avenues, places, parks or other public property, and the location of monuments marking the same;	
	3. The length and direction of all lot lines, also the angles made by lot lines with the street lines;	
	4. The location of control points and monuments together with all ties;	
	5. The names of all subdivisions immediately adjacent;	
	6. The scale and north point;	
	7. The boundary of the tract as covered by the plat showing courses and distance on the plat;	
	8. The initial point;	
	9. All protective improvements and restrictions on uses;	
	10. All dedications and all conveyances to a homeowner's nonprofit maintenance corporation in lieu of dedication (if applicable)	
	B. In the case of a replat, the lots, blocks, streets, alleys, easements and parks appearing on the original plat shall be shown by dotted lines in their proper position in relation to the new arrangement of the plat, and the new plat shall be shown clearly in solid lines to avoid ambiguity.	

	<p>C. The description, dedication, acknowledgment, certificates of the City, Director of Finance and Administrative Services and the King County Comptroller and King County Assessor certificates of approval by the Director of Transportation, the City Traffic Engineer, the City Clerk and the Director of Construction and Inspections, and recording certificate, shall be lettered with (black) india ink or substantially equivalent lettering material and shall be substantially in the form set forth in the Director of Transportation's Subdivision Manual. See the template provided below.</p>	
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	<p>D. Please work with your attorney and your surveyor to ensure that all code-required easements and joint use and maintenance provisions are included on the final plat and that they are consistent with any other documents prepared for the subdivision, such as covenants, conditions and restrictions (CC&Rs). These documents may be recorded in advance of or concurrent with the final plat, with approval by the Department of Construction and Inspections. A reference to the Recorder's reference number should be shown on the face of the final plat.</p>	
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<p>III. CERTIFICATES REQUIRED Each and every final plat, or replat, of any property to be filed for record shall:</p>		
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	<p>1. Contain a statement of approval from the Director of Transportation and the City Traffic Engineer as to the survey date, the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems, and other structures;</p>	
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	<p>2. Be acknowledged by the person filing the plat before the King County Recorder or any other officer who is authorized by law to take acknowledgment of deeds, and a certificate of the acknowledgment shall be enclosed or annexed to the plat and recorded with it;</p>	
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	<p>3. Contain a certification from the proper officer or officers in charge of tax collections that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied or discharged;</p>	
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	<p>4. Contain a certificate giving a full and correct description of the lands divided as they appear on the plat, including a statement that the subdivision has been made with the free consent and in accordance with the desires of the owners. If the plat is subject to a dedication, the certificate or a separate written instrument shall also contain the dedication of all streets and other areas to the public, an individual or individuals, religious society or societies or to any corporation, public or private as shown on the plat and a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of the road. The certificate or instrument of dedication shall be signed and acknowledged before a notary public by all parties having any ownership in the land subdivided and recorded as part of the final plat. See the template provided below</p>	
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	<p>IV. IF THE SITE IS WITHIN AN ENVIRONMENTALLY CRITICAL AREA (ECA) SMC Section 25.09.335 requires that if the site is within a riparian corridor, shoreline habitat, wetland, wetland buffer, steep slope (40%), or steep slope buffer, the Director of the Department of Construction and Inspections shall require:</p>	
	<p>1. A permanent covenant and a survey, if a survey has been prepared, be recorded with the King County Recorder that describes and delineates all required non-disturbance areas, that prohibits development on and any disturbance of them, and that prohibits considering them for development credit in future plats or development proposals.</p>	
	<p>2. The boundaries of the following environmentally critical areas and/or their buffers and any permanent conditions imposed be legibly shown and described in a permanent covenant with the property, which shall be recorded with the King County Recorder:</p> <ul style="list-style-type: none"> a) Fish and wildlife habitat conservation areas b) Wetland critical areas and their buffers; and c) Steep slope areas and their buffers. <p>The covenant may be combined with the covenant described in paragraph #1, if that subsection applies. The covenant shall be recorded prior to the issuance of any permit or at the time a plat is recorded.</p>	
	<p><i>The Director of the Department of Construction and Inspections may require placement of small permanent visible markers to delineate the areas described in paragraphs #1 and 2 above. The location of the markers shall be legibly shown and described in the permanent covenant.</i></p>	
	<p>V. UNIT LOT SUBDIVISIONS The following notations, easements and agreements shall be described and depicted on the final unit lot subdivision plat to be recorded with the King County Recorder, pursuant to SMC Section 23.22.062. CCR documentation may be recorded in advance of or concurrent with the final plat, with approval by the Department of Construction and Inspections. A reference to the Recorder's reference number should be shown on the face of the final plat.</p>	
	<p>1. The fact that a unit lot is not a separate buildable lot and that additional development of the individual unit lots may be limited as a result of the application of development standards to the parent lot.</p>	
	<p>2. Access easements for use of common garage or parking areas, common open space and other similar features. Joint use and maintenance agreements for common items such as roofs, driveways, and open space may be included in a separately recorded CCR document, with a reference to the CCRs to be included on the plat.</p>	
	<p>3. Within the parent lot, required parking for a dwelling unit may be provided on a different unit lot than the unit lot with the dwelling unit, as long as the right to use that parking is formalized by an easement on the plat.</p>	

	VI. EASEMENT DETAILS. The following must appear on the plat:	
	<ul style="list-style-type: none"> A. A statement of the purpose of each easement B. The grantor(s) of each easement C. The grantee(s) of each easement D. A description of the lots that are encumbered by each easement and the lots that benefit from each easement E. Other provisions of each easement (set term if applicable, perpetual if applicable, binding on all heirs, successors & assigns, etc) F. Effective date of each easement (if the easement predates the plat) G. Legal descriptions, including vertical limitations of easement areas, if applicable (such as where a building cantilevers over a shared driveway) for each easement H. Maintenance and other obligations, if applicable, must be clearly identified and elaborated in the easement or in a separately recorded maintenance agreement. 	

SIGNATURE APPROVALS BLOCK TEMPLATES:

(Declaration and Dedication form and Signature Approval blocks are provided on the following pages.)

DECLARATION AND DEDICATION

(For Corporations or Limited Liability Companies - - must be modified if partnership or individual)

Declaration and Dedication -

KNOW ALL PEOPLE BY THESE PRESENTS, That, [insert name of corporation or limited liability company] _____, a [insert corporation or limited liability company] _____, organized under the laws of the State of _____ [insert state of incorporation or organization], the owner(s) in fee simple of the land hereby platted, hereby declares this plat [Please add if required, should be edited to accurately reflect the actual site obligations : and dedicates to the use of the public forever all easements for street or right-of-way purposes, parks or playgrounds shown hereon and the use thereof for any and all public purposes not inconsistent with the use thereof for public right-of-way or park purposes, together with the right to construct and maintain upon property abutting the above described property, cut slopes on one (1) foot for each foot of elevation of cut, and fill slopes of one and one-half (1 1/2) feet for each foot of elevation of fill for the purposes of providing and maintaining lateral support for the street to be established over and across the lands described above when improved to the full width of the right of way in conformity with the existing center line grade.].

[Please add if applicable: The [Seattle City Light]{Seattle Public Utilities} easement is hereby dedicated and granted to the City of Seattle under, over and upon those portions of the plat and for the purposes described in the easement provisions on Sheet ____ of _____.]

This subdivision of land is made with the free consent and in accordance with the desire of the owner(s).

IN WITNESS WHEREOF the said _____, by its _____, has caused its [corporate or limited liability company] name to be hereunto subscribed and affixed this _____ day of _____, 2_____.

[Insert name of Corporation or Limited Liability Company name]

By _____
{ }[signature by authorized individual, generally president of corporation or managing member of limited liability company]

[Print Name and Title]

Acknowledgment

STATE OF WASHINGTON)

) ss

COUNTY OF KING)

On this _____ day of _____, 2_____, before me the undersigned, a Notary Public, personally appeared {Insert name of President of Corporation or Managing Member of Limited Liability Company}, to me known, or proved on the basis of satisfactory evidence, to be [insert title] of {insert name of corporation or limited liability company} that executed the foregoing instrument, and acknowledged to me that {insert she or he} signed the same as the free and voluntary act and deed of said [insert corporation or limited liability company] _____, for the uses and purposes therein mentioned, and on oath stated that [insert she or he] was authorized to execute said instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

Notary Public in and for the State of Washington, residing at _____
My commission expires _____.

CONSENT TO SUBDIVISION

Consent to Subdivision

_____ [Bank] _____ has a security interest in the property commonly known as _____ [Address] _____ City, State (also known as tax parcel number _____) as evidenced by Deed of Trust dated _____ and recorded on _____ as document number/auditor file number ____ [Bank] _____ has consented to [the subdivision of the property as reflected on this final plat Subdivision _____ Bank _____ does not contest the dedication of any public right of way, utility easements or other easements described on this final plat of Subdivision _____ [or in the Covenants, Conditions and Restrictions recorded on _____ as document number/auditor file number _____].

Bank

Name, Title

Certificate of Acknowledgement

STATE OF WASHINGTON)

) ss

COUNTY OF KING)

On this _____ day of _____, 20____ before me _____, a Notary Public, personally appeared _____, and know me as the person whose name is subscribed to the instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and the entity upon behalf of which the person acceded and executed the instrument.

CITY OF SEATTLE, DEPARTMENT OF TRANSPORTATION

Examined and approved by me this _____ day of _____, 2 _____.

Director of Transportation

Examined and approved by me this _____ day of _____, 2 _____.

Traffic Engineer

CITY OF SEATTLE, DEPARTMENT OF Construction and Inspections

Examined and approved by me this _____ day of _____, 2_____.

Director of the Department of Construction and Inspections

SEATTLE PUBLIC UTILITIES

Examined and approved by me this _____ day of _____, 2_____.

Director of Seattle Public Utilities

CITY OF SEATTLE, CITY LIGHT DEPARTMENT

Examined and approved by me this _____ day of _____, 2_____.

General Manager and Chief Executive Officer

CITY OF SEATTLE, CITY CLERK

I hereby certify that the plat of (*insert the title of the plat addition*) was duly approved by the Mayor and City Council of the City of Seattle by Ordinance No. _____, approved the _____ day of _____, 2_____.

City Clerk

CITY OF SEATTLE, DEPARTMENT OF FINANCE AND ADMINISTRATIVE SERVICES

I hereby certify that there are no delinquent assessments, and all special assessments certified to this office for collection on any of the property herein contained dedicated as streets or alley, or for other public use, are paid in full. On this _____ day of _____, 2_____.

Director, Department of Finance and Administrative Services

KING COUNTY, DEPARTMENT OF ASSESSMENTS

Examined and approved by me this _____ day of _____, 2_____.

King County Assessor

Deputy King County Assessor

KING COUNTY, COMPTROLLER

I hereby certify that all property taxes are paid, that there are no delinquent special assessments certified to this office for collection, and that all special assessments certified to this office for collection on any of the property herein contained dedicated as streets, alleys, or for other public use, are paid in full. On this _____ day of _____, 2_____.

Office of the Comptroller,
Treasury Division

Manager, Finance Division

Deputy

KING COUNTY RECORDER

Filed for record at the request of the Director of Transportation this On this _____ day of _____, 2_____, at _____ minutes past _____, and recorded in Volume __ of Plats, page _____, Records of King County, Washington.

Manager

Superintendent of Records

LAND SURVEYOR'S CERTIFICATION

I hereby certify that this plat of *(insert the title of the plat)* is based upon an actual survey and subdivision of Section _____ Township _____, Range _____, W.M., that the distances and courses are shown hereon correctly; that the monuments will be set and the lot and block corners will be staked correctly upon the ground at the completion of the project, and that I have fully complied with the provisions of the statutes and platting regulations.

_____ Date: _____

Signed and sealed by Land Surveyor

Certificate number _____

Business name _____

Business Address _____
