Final Plat
Submittal Requirements

P.O. Box 9, 230 Davidson Avenue
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The following checklist identifies information to be included with the application for Final Plat. ***The Final Plat application shall be submitted only after certain Conditions of Approval for the Preliminary Subdivision Plat have been completed. The Preliminary Plat Approval expires five years from the date of the Review Authority's approval unless an extension request is made by the applicant no later than thirty (30) days before the expiration of the five-year approval period.***

All of the following information must be submitted and all the following fees must be paid before the application is deemed complete. Please refer to the Woodland Municipal Code (WMC) Chapter 16.10. for more information.

I) Application Fees – See the fee schedule. The check shall be made payable to "City of Woodland".

1. Land Use Application Form – Shall be completed and the original signed by the applicant.

2. Ownership Certification

3. Narrative - A written narrative shall elaborate on the proposal.

4. Proposed Articles of Incorporation, Bylaws, and Covenants, Conditions, and Restrictions (CCRs), if applicable.

5. Other Applicable Fees – Including, but not limited to:

- **a)** The inspection fees as required by WMC 16.12.
- **b)** The fees as prescribed by resolution for each street sign, required by the Public Works Director.
- **c)** The construction administration and inspection fees as required by WMC 19.02.120.

6. Agreement to Reimburse

II) Eight (8) folded and collated copies of the following information:

Proposed Plat – **i) full size copies** (18" x 24") drawn to scale (not less than 1"= 20' and not more than 1"=50'), and **ii) reduced copies** (11" x 17" or 8 1/2" x 11") showing at a minimum the following:

a) Name of the proposed Subdivision, date, scale, and north arrow.
b) All City Land Use Application number(s) associated with this Final Plat.
c) Applicant's name, address, phone and fax numbers, and email address.
d) Property owner's name, address, phone and fax numbers, and email address.
e) Contact person's name, address, phone and fax numbers, and email address.
f) Legal description including Section, Township, Range, and Donation Land Claim.
g) Vicinity map.
h) Location of the City Limit and Urban Growth Boundary (UGB), if applicable.
i) Identify the number, addresses, dimensions of all proposed lots and/or tracts. Lots and/or tracts shall be sequentially numbered or lettered.
j) Show any protected Critical Areas and buffers pursuant to WMC Chapter 15.08, if applicable.
k) The Base Flood Elevation (BFE) benchmarks surveyed by a professional surveyor or engineer if the proposed Subdivision is located in the 100-year floodplain.
l) The ordinary high water mark boundaries surveyed by a professional surveyor or engineer if the proposed Subdivision is located within 200 feet from a river, stream, lake, etc.
m) The square footage of all proposed parcels.
n) Dimensions along each line of every lot in feet and decimals of a foot to the nearest hundredth, with the true bearings, and any other data necessary for location of any lot line in the field.
o) All existing monuments of record, courses and distances necessary to re-stake any portion of the Plat.
p) Existing structures proposed to remain. Indicate the uses(s) of such structures.
q) Setbacks to all structures from the proposed property lines.
r) Names of all streets.
s) Street centerlines, right-of-way width, street pavement width, etc.
t) The length and bearing of all straight lines, curves, radii, arcs and tangents of curves.
u) Areas to be dedicated.
v) All open spaces and facilities reserved for use of the subdivision residents and restrictions on their use, shown clearly and precisely on the face of the Final Plat.
w) Location of all public and private easements.
x) Subdivision names and/or parcel numbers of for the adjoining parcels.
y) Signature blocks per WMC 16.18.070.
z) If required improvements have not been completed a Plat Performance Bond or other security, conforming to Chapter 16.12, shall be established.
aa) The front and street side yard setback lines for every lot in accordance with the setback requirements.
bb) A certificate by a registered land surveyor certifying that the boundaries of the land have been surveyed and that all distances and bearings on the plat are accurate.
cc) Any additional information determined to be necessary to demonstrate compliance with any other provisions of the Woodland Municipal Code (WMC).