Community Development
109 SW 1st Street, Suite 127
Battle Ground, WA 98604
Phone: (360) 342-5047

FINAL PLAT TRANSMITTAL & SUBMITTAL CHECKLIST

Please provide project specific details in the fields below:

Project/Plat Name:			
Site Address or Parcel #:			
Final Plat Application #:	**FPR -**	**Date:**	
This submittal is related to: ☐ Tier I submittal ☐ Tier I revisions ☐ Tier II submittal ☐ Tier II revision ☐ Other *please describe:*			
Contact Name:		Contact Phone:	

Please check the items that are being submitted/provided as part of this submittal:

FINAL PLAT SUBMITTAL REQUIREMENTS

TIER I submittal requirements

Submit after Engineering Approval

Submit one (1) physical and (1) electronic copy of the following:

- ☐ Application
- ☐ Final plat drawings pursuant to BGMC 16.120.040
- ☐ Computation Data
- ☐ Legal Description: perimeter of development

Please note that Final Plat review cannot begin until all items listed above are received.

The following items are recommended, but not required with Tier I submittal:

- ☐ Bill of Sale *(if applicable – submit an original paper copy)*
- ☐ Stormwater Facility Maintenance Agreement & Exhibits *(if applicable – submit an original paper copy)*
- ☐ Easements & Exhibits *(if applicable – submit an original paper copy)*
- ☐ Covenants & Exhibits *(if applicable – submit an original paper copy)*
- ☐ Covenants & Exhibits *(if applicable – submit an original paper copy)*

Tier II submittal requirements

Submit after Engineering Completion of Construction

Submit one (1) physical and (1) electronic copy of the following:

- ☐ Current version of final plat drawings based on Tier I comments
- ☐ Completed concurrency mitigation fee deposit form(s)
- ☐ Notarized Dedication of Plat Document
- ☐ Certificate of Platting from a Title Company
- ☐ Treasurers Certificate (evidence applicable taxes have been paid)
- ☐ Bill of Sale *(if applicable – submit an original paper copy)*
- ☐ Stormwater Facility Maintenance Agreement & Exhibits *(if applicable – submit an original paper copy)*
- ☐ Easements & Exhibits *(if applicable – submit an original paper copy)*
- ☐ Covenants & Exhibits *(if applicable – submit an original paper copy)*
- ☐ Private Road Maintenance Agreement *(if applicable – submit an original paper copy)*
- ☐ Performance Surety (bond, escrow, etc.)
- ☐ Maintenance Surety (bond, escrow, etc.)

These may be submitted toward the end of the review process

Please note that final mylar cannot be signed until all items listed above are received.

Final Mylar submittal requirements

- ☐ Mylar for signature