



CITY OF TUMWATER
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**PLAT ALTERATION
 Submittal Checklist**

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APPLICANT INFORMATION (please print neatly)

NAME OF APPLICANT: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

If a Plat has been recorded, and the Plat is not more than a minor alteration of the recorded Plat, then a submittal for a Plat Alteration shall consist of an application and all items on this checklist unless waived by Staff.

A. APPLICATION	N/A	Provided	Staff
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.		<input type="checkbox"/>	<input type="checkbox"/>
2. One copy of the Title report / Plat Certificate / Subdivision Guarantee, dated no more than 30 days prior to submittal.		<input type="checkbox"/>	<input type="checkbox"/>
3. One copy of the proposed Plat drawing(s).		<input type="checkbox"/>	<input type="checkbox"/>

B. PLAT MAPS	N/A	Provided	Staff
1. The survey of the land division and preparation of the Plat maps shall be made by or under the supervision of a registered land surveyor who shall certify on the map(s) that it is a true and correct representation of the lands actually surveyed.		<input type="checkbox"/>	<input type="checkbox"/>
2. All plat maps shall be drawn in accordance with the following:			<input type="checkbox"/>
a. The scale of the map(s) shall be not less than 1"=200'. Lettering shall be at least 3/32 of an inch high. The perimeter of the land division being recorded shall be depicted with heavier lines wider than the remaining portion of the land division.		<input type="checkbox"/>	
b. The size of each sheet shall be 18 inches by 24 inches.		<input type="checkbox"/>	
c. A margin line shall be drawn completely around each sheet, leaving a margin of two inches on the left, and one-half inch on each of the other three sides.		<input type="checkbox"/>	
d. If more than two sheets are used, an index of the entire Final Plat showing the arrangement of all sheets shall be included. Each shall be appropriately numbered.	<input type="checkbox"/>	<input type="checkbox"/>	
3. The Plat Alteration map shall be a drawing of the entire contiguous tract owned by the applicant showing the following information:			<input type="checkbox"/>
a. The plat title, number, date, scale, north arrow, legend and existing features such as highways and railroads.		<input type="checkbox"/>	
b. Legal description of the land division boundaries.		<input type="checkbox"/>	
c. The exact location and width of streets and easements intersecting the boundary of the tract.		<input type="checkbox"/>	

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B. PLAT MAPS (CONTINUED)	N/A	Provided	Staff
d. Reference points and lines of existing surveys identified, related to the land division as follows:			
- Adjoining corners of adjoining land divisions.	<input type="checkbox"/>	<input type="checkbox"/>	
- City or County boundary lines when crossing or adjacent to the division.	<input type="checkbox"/>	<input type="checkbox"/>	
- Section and donation of land claim lines within and adjacent to the division.	<input type="checkbox"/>	<input type="checkbox"/>	
- Whenever any City or Thurston County has established the centerline of a street adjacent to or within the proposed division, the location of this line and monuments found or reset.	<input type="checkbox"/>	<input type="checkbox"/>	
- All other monuments found or established in making the survey or required to be installed by provisions of the Tumwater Municipal Code.		<input type="checkbox"/>	
- The basis of bearing shall be shown, and shall be the Tumwater coordinate system which is the Thurston County High Precision Network.		<input type="checkbox"/>	
e. Tract, block and lot boundary lines and street rights-of-way and centerlines, with dimensions, bearings or deflection angles, radii, arcs, points of curvature and tangent bearings. Tract boundaries, lot boundaries and street bearings shall be shown to the nearest second with basis of bearings. All distances shall be shown to the nearest 0.01 foot.		<input type="checkbox"/>	
f. The width of the portion of the streets being dedicated, the width of any existing right-of-way, and the width of each side of the centerline. For streets on curvature, curve data shall be based on the street centerline. In addition to the centerline dimensions, the radius and central angle shall be indicated.		<input type="checkbox"/>	
g. Easements denoted by fine dashed lines, clearly identified and, if already of record, their recorded reference. The width of the easement, its length and bearings, and sufficient ties to locate the easement with respect to the land division must be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owner's certificate of dedication.		<input type="checkbox"/>	
h. Lot numbers beginning with number "1" and numbered consecutively without omission or duplication throughout the division. The numbers shall be solid, of sufficient size and thickness to stand out and so placed as not to obliterate any figure. Lot numbers in an addition to a land division of the same name shall, where practical, be a continuation of the numbering of the original land division.		<input type="checkbox"/>	
i. The land division plan shall show the land division of the section or sections involved and show the township(s) and range(s); provided, that if the land being divided is not described by section subdivision, the final land division map shall show a vicinity map showing monuments and land corners sufficient to properly orient the new land division.		<input type="checkbox"/>	
j. Accurate outlines and designations of any Tracts (beginning with the letter "A") to be dedicated or reserved for public use or to be committed for the common use of all property owners with the purpose of dedication, reservation and commitment to be clearly set forth on the land division document together with accurate references to appropriate recorded documents.		<input type="checkbox"/>	
k. All required dedications, endorsements, covenants, affidavits and certificates shall show on the face of the final land division.		<input type="checkbox"/>	

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B. PLAT MAPS (CONTINUED)	N/A	Provided	Staff
l. A land division contiguous to, or representing a portion of or all of the frontage of a body of water, river or stream shall indicate the location of monuments, which shall be located at such distance above high water mark as to reasonably insure against damage and destruction by flooding or erosion.	<input type="checkbox"/>	<input type="checkbox"/>	
m. Specific wording as may be required by the original Final Plat.	<input type="checkbox"/>	<input type="checkbox"/>	
n. Lots containing one acre or more shall show net acreage to nearest hundredth, whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>	
o. Designation of lots to be used for other than single-family residential purposes.	<input type="checkbox"/>	<input type="checkbox"/>	
p. A note must be placed on the proposed amendment, which states “this amended Short Plat supersedes Short Plat No. _____, “or “this amended Plat or Binding Site Plan amends the Plat or Binding Site Plan of _____,” and the note must also specify the changes.	<input type="checkbox"/>	<input type="checkbox"/>	
q. The following restrictions shall show on the face of the Plat Alteration:			
- All landscaped areas in public rights-of-way shall be maintained by the owner and his/her successor(s) and may be reduced or eliminated if deemed necessary for or detrimental to City road purposes.		<input type="checkbox"/>	
- Any additional conditions as approved by the staff or Council.	<input type="checkbox"/>	<input type="checkbox"/>	
- The following shall be required when the Plat Alteration contains a private street: The cost of construction and maintaining all streets not herein dedicated as public streets shall be the obligation of all of the owners and the obligation of any corporation in which title of the streets may be held.	<input type="checkbox"/>	<input type="checkbox"/>	
- The following shall be required when the Plat Alteration contains commonly owned tracts: Community tracts shall be owned and maintained in common for the benefit of all lot owners. All lots have an undivided interest in the ownership and maintenance of community area. The ownership interest in each community tract shall be stated in the deed to each lot.	<input type="checkbox"/>	<input type="checkbox"/>	
4. The surveyor preparing the Plat Alteration shall submit a separate Street Monumentation Plan for approval prior to setting any permanent street monuments. The Public Works Department shall determine the number and location of permanent control monuments in streets within and leading into the land division, if any. All street monuments shall conform to the standard specifications of the American Public Works Association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
1. Submitting online: Upload documents, naming them with the project address and document name (project address – application, checklist, plans, etc).	<input type="checkbox"/>	<input type="checkbox"/>	
Submitting in person: USB drive containing apps, checklist, plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format shall be 300 dpi.	<input type="checkbox"/>	<input type="checkbox"/>	

I verify that all required documents associated with this application have been submitted.

Signature of Applicant/Representative

Date