

Final Subdivision Information

EXPIRATION DATE OF PRELIMINARY PLAT

The Preliminary Subdivision shall lapse five years from the date of approval, or as stated in RCW 58.17.140, unless a final plat based on the preliminary plat, or any phase thereof, is submitted within five years from the date of subdivision preliminary approval. A one-year extension may be granted to an applicant who files a written request with the City Council at least 30 calendar days before the expiration of the 5-year period, if the applicant can show that he/she has attempted in good faith to submit the final plat within the 5-year period (BMC 17.40.040.4).

COMPLETION OF CONDITIONS OF APPROVAL AND PLAT IMPROVEMENTS

After the City Council approves the preliminary subdivision and all conditions of preliminary approval and installation of any required plat improvements are completed, the applicant may submit for final approval of the subdivision plat. The applicant shall submit written verification that all required plat improvements have been completed and approved by the Public Works Director, or a performance bond or funds for a set-aside account in an amount equal to 150 percent of the cost of the required improvements as established by the Public Works Director has been accepted and approved by the Public Works Director.

FINAL PLAT REVIEW AND APPROVAL PROCESS

After the required improvements are completed and a maintenance security has been posted, the applicant may submit a Final Subdivision application. All items requested on the application and any other materials that may be required by the Community Development Department must be submitted at the time of application in order for the application to be accepted. Please make an appointment with a planner to submit your final plat application.

When the final plat application is received, the Community Development Department will forward copies to the Public Works Department and other appropriate departments for review. The applicant will be notified if the final plat application is complete or if additional information and/or changes are required. Once the application is deemed complete, the date for City Council meeting will be set.

Before the final plat is submitted to the City Council, the map(s) shall be signed by the property owners and owners of interest, City Engineer and Community Development Director. After the final plat is approved by the City Council, it shall be signed by the Mayor and City Clerk. The City shall file the final plat with the King County Department of Records and Elections.

BUILDING PERMIT APPLICATION

Building permits for each new lot may not be submitted until the subdivision has been recorded and parcel numbers have been assigned by King County for each individual lot.

HOW CAN I SPEED UP REVIEW OF MY APPLICATION?

Review times are generally dependent on the complexity of the project, the amount and content of public comment, and staff, Hearing Examiner and City Council workload. We pledge to review your application as quickly as possible, given all of these constraints. There are a few things that you can do that will speed up review of your application:

1. **Provide Good Quality, Accurate Information:** The single largest reason for delay is lack of quality, accurate information. The cheapest survey, engineering plan or soils report isn't always the best. We have samples of reports and plans that are good examples to follow for format, level of detail and content.
2. **Read and Understand the Regulations and Policies:** We've found that an informed applicant usually does a better job of answering the review criteria, submitting good information and addressing neighbors' concerns. It helps if you can specifically address the relevant Code sections applicable to your project. This makes our review easier, and faster.
3. **Meet With Your Neighbors Before Finalizing Your Plans:** Many times, neighbors oppose a project simply because they didn't know about it until they saw the public notice board. They feel that the applicant is trying to sneak something by them. An informal neighborhood meeting, or individual meetings, can be very helpful in diffusing opposition to your project. If done before you apply, these meetings can also allow you to make design changes so that the neighbors will be supportive of your project.

These are just a few suggestions to help you prepare and file an application that will be easy for us to review, and speed up the decision on your application.



Final Subdivision Checklist

PLEASE RETURN THIS CHECKLIST WITH YOUR APPLICATION

The following is a list of materials and plans which must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Community Development if you have questions. Please do not turn in your application until all materials which apply to your proposal have been checked off.

Application	REQUIRED	PROVIDED
Set up an application submittal appointment	X	
A completed and signed Final Subdivision Application Form.	X	

Fees	REQUIRED	PROVIDED
A check payable to the City of Burien for applicable filing fees (see separate fee schedule) and fee-in-lieu of recreation space (Planner will help calculate this fee).	X	

Final Subdivision Map (5 copies)	REQUIRED	PROVIDED
Five (5) copies of the proposed subdivision. The map must be prepared by a registered land surveyor or registered civil engineer licensed in the State of Washington. The map shall be drawn on a sheet 18" x 24" with a 2" margin on the left side and a 0.5" margin on all other sides. The map shall be drawn at 1" = 20' or a comparable scale, with one set reduced to 8½" x 11" size. The map must show:	X	
1. Layout, dimensions and size of proposed lots, each consecutively numbered.	X	
2. The name and Department of Community Development Preliminary Plat number.	X	
3. Dimensions of the boundaries of the total property and proposed lot lines.	X	
4. Boundary of the plat based on accurate traverse, with angular and lineal dimensions	X	
5. True courses and distances to the nearest established street lines of official monuments which shall accurately describe the location of the plat.	X	
6. Municipal, township, City or section lines accurately tied to the lines of the subdivision by distances and courses.	X	
7. All lot and block numbers and lines with accurate dimensions in feet and hundredths. Blocks in numbered additions to subdivisions bearing the same name may be numbered or lettered consecutively through the several additions.	X	
8. Accurate location of all monuments, which shall be concrete and four inches by four inches at the top, six inches by six inches at the bottom and 24 inches long, with a metal marker cast in the center. One such monument shall be placed at each street intersection, and at locations to complete a continuous line of sight and at such other locations as required by the City Engineer.	X	
9. Radii, internal angles, points of curvature, tangent bearings and lengths of all areas.	X	
10. Adjacent streets.	X	
11. Type, location, and dimensions of existing and proposed easements, and recorded easement number(s).	X	
12. All easements for rights-of-way provided for public services and/or utilities.	X	

13.	Type, location, and dimensions of existing encroachments (e.g. fences, structures, roads) over property lines.	X	
14.	Building setback lines.	X	
15.	Existing structures and distances from lot lines.	X	
16.	Legal Description: The legal description of the total parcel shall be shown on the final map. The legal description shall reflect within said description, ties to all subdivision lines, donation claim lines and/or recorded plan lines.	X	
17.	Accurate outlines and legal description of any areas to be dedicated or reserved for public use, with the purposes indicated thereon and in the dedication; and of any area to be reserved by deed covenant for common uses of all property owners.	X	
18.	New street name as determined by the City of Burien.	X	

As-Built Drawings		REQUIRED	PROVIDED
Per the City of Burien As-Built Checklist, submit paper copy of the proposed as-built at a scale of 1"=40' or less on a standard 18"x24" sheet (see Right-of-Way Inspector for as-built checklist). Drawing shall be prepared by a Washington State licensed Engineer or Surveyor showing all streets and other access ways, traffic signals, traffic signs, water, sewer, stormwater facilities, retaining walls, and rockeries within the subdivision. Once the paper copy has been approved by the Right-of-Way Inspector, a final mylar & CADD or PDF drawing will be required from the applicant.		X	

Drainage Video Inspection		REQUIRED	PROVIDED
Submit video footage and the inspection report showing that a drainage video inspection has been conducted for newly modified or constructed drainage systems which are equal or larger than an 8" diameter pipe. A pipeline video inspection for a pipe smaller than 8" may be required as determined by the City Inspector.		X	

Maintenance Security		REQUIRED	PROVIDED
Submit maintenance security paperwork for any right-of-way or on-site public drainage facilities to the Public Works Department.		X	

Supporting Information		REQUIRED	PROVIDED
1.	Lot Closure Calculations – calculations shall be prepared, stamped, and signed by a Washington State Licensed Surveyor.	X	
2.	A current (no more than 30 days old) title company certification (such as a title report) verifying the current ownership and title of all interested parties. The report shall also contain a description of all encumbrances or deed restrictions which limit the use of the property, and attachments of all encumbrance or deed restrictions documents.	X	
3.	A certificate by the county comptroller showing that all taxes and assessments levied and chargeable against the property in the subdivision have been paid in accordance with RCW 58.08.030. [Ord. 29 § 1(83), 1993]	X	



Approvals	REQUIRED	PROVIDED
<p>The final subdivision plat map must have the following approval blocks:</p> <p>APPROVALS: CITY OF BURIEN</p> <p>Examined and approved this _____ day of _____, 20__.</p> <p>_____</p> <p>Development Review Engineer</p> <p>Examined and approved this _____ day of _____, 20__.</p> <p>_____</p> <p>Director of Community Development</p> <p>Examined and approved this _____ day of _____, 20__.</p> <p>_____</p> <p>City Clerk _____</p> <p style="text-align: right;">Mayor, City of Burien</p> <p>LAND SURVEYOR'S CERTIFICATE</p> <p>I hereby certify that this plat of _____ is based upon an actual survey and subdivision of Section _____, Township _____, Range _____, W.M., that the courses and distances are shown correctly thereon; that the monuments will be set and the lot and block corners will be staked correctly on the ground as construction is completed and that I have fully complied with the provision of the platting regulations.</p> <p>_____</p> <p>(surveyor's name)</p> <p>Certificate No. _____</p> <p>KING COUNTY DEPARTMENT OF ASSESSMENTS</p> <p>Examined and approved this _____ day of _____, 20__.</p> <p>_____</p> <p>Assessor</p> <p>_____</p> <p>Deputy Assessor</p> <p>KING COUNTY FINANCE DIVISION CERTIFICATE</p> <p>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 any other public use, are paid in full.</p> <p>This ___ Day Of _____, 2016</p> <p>_____</p> <p>Manager, King County Office Of Finance _____</p> <p style="text-align: right;">Deputy</p>	X	

KING COUNTY AUDITOR'S CERTIFICATE

Filed for record this _____ day of _____, 20____ at _____ M. in

book _____ of _____ at page _____ at the request of

_____.

Auditor

Dedication Statement	REQUIRED	PROVIDED
<p style="text-align: center;"><u>DEDICATION</u></p> <p>KNOW ALL PEOPLE BY THESE PRESENTS that we, the undersigned owners of interest in the land hereby subdivided, hereby declare this plat to be the graphic representation of the subdivision made hereby, and do hereby dedicate to the use of the public forever all streets and avenues not shown as private hereon and dedicate the use thereof for all public purposes not inconsistent with the use thereof for public highway purposes, and also the right to make all necessary slopes for cuts and fills upon the lots shown thereon in the original reasonable grading of said streets, and avenues, and further dedicate to the use of the public all the easements and tracts shown on this plat for all public purposes as indicated thereon, including but not limited to parks, open space, utilities and drainage unless such easements or tracts are specifically identified on this plat as being dedicated or conveyed to a person or entity other than the public in which case we do hereby dedicate such streets, easements, or tracts to the person or entity identified and for the purpose stated.</p> <p>Further the undersigned owners of the land hereby subdivided waive for themselves, their heirs and assigns and any person or entity deriving title for the undersigned, any and all claims for damages against the City of Burien, its successors and assigns to which may be occasioned by the establishment, construction, or maintenance of roads and/or drainage systems within this subdivision other than claims resulting from inadequate maintenance by the City of Burien.</p> <p>Further the undersigned owners of the land hereby subdivided agree for themselves, their heirs and assigned to indemnify and hold the City of Burien, its successors and assigns, harmless from any damage, including any costs of defense, claimed by persons within or without this subdivision to have been caused by alterations of the ground surface, vegetation, drainage, or surface or subsurface water flows within this subdivision or by establishment, construction or maintenance of the roads within this subdivision. Provided, this waiver and indemnification shall not be construed as releasing the City of Burien, its successors assigned,</p>	X	



from liability for damages, including the cost of defense, resulting in whole or in part from the negligence of the City of Burien, its successors, or assigns.

This subdivision, dedication, waiver of claims and agreement to hold harmless is made with the free consent and in accordance with the desires of said owners.

IN WITNESS WHEREOF we set our hands and seals.

Name

Name

State of Washington)
) ss.
County of _____)

I certify that I know or have satisfactory evidence that _____ signed the instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

Notary Public
Dated: _____
My appointment expires: _____

State of Washington)
) ss.
County of _____)

I certify that I know or have satisfactory evidence that _____ signed the instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

Notary Public
Dated: _____
My appointment expires: _____

Final Recording	REQUIRED	PROVIDED
Once all items have been submitted and the subdivision map has been signed by City Staff and the Mayor, the City will be responsible for recording the subdivision. After recording, the City will return one paper copy with the recording number to the applicant.	X	

Building Permit Submittal	REQUIRED	PROVIDED



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