

119 West First Street
 Cle Elum, WA 98922
 Telephone · (509) 674-2262
 Fax · (509) 674-4097
 www.cityofcleelum.com



Stamp & initial

FINAL PLAT APPLICATION

“Final plat” means the final drawing of subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in this chapter and consistent with the preliminary plat approval. See [CEMC 16.30](#) for more information.

OFFICIAL USE ONLY	
Permit #:	
Staff Person:	
Fee Total:	
Related Permits:	

Applicant	
Name:	
Mailing Address:	
Email:	Phone Number:
Property Owner Same as Applicant <input type="checkbox"/>	
Name:	
Mailing Address:	
Email:	Phone Number:
Property Information	
Name of Subdivision/Short Plat:	
Number of Lots:	Acreage:
Assessor’s Parcel No.:	Zoning:
Description of project:	

Application Criteria¹	
1.	Decision document from the city on the preliminary plat or short plat
2.	A mylar, a sepia and three paper copies of the final plat map shall be provided that includes the following:
a.	Name of subdivision or final plat, which shall not be the same or similar name of any other subdivision in the county
b.	Legend
c.	Scale, including graphic scale, north arrow, and basis of bearings
d.	Location, including one-quarter section, section, township, range, and, as applicable, donation land claim and/or subdivision;
e.	Boundary survey
f.	Lot, block, and street right-of-way and centerline dimensions;
g.	Street names (to be approved or determined by City)
h.	Areas to be dedicated
i.	Surveyor's certificate, stamp, date, and signature;
j.	Signature blocks for the following: city engineer, county auditor, mayor, county assessor, county health department, and city planning director
k.	Private easements
l.	Utility or other easements required by the city
m.	Any required notes
n.	Other information necessary to show compliance with the preliminary plat such as restrictions on access.
3.	Legal description of the boundary that has been certified by the land surveyor, with seal and signature as being accurate description of the lands actually surveyed
4.	A plat certification, including any dedications, consistent with RCW 58.17.165 shall be submitted.
5.	A certificate of title shall be provided.
6.	Restrictions, notes, covenants, and/or binding agreements as required preliminary approval or SEPA shall be provided as required by code.
7.	A treasurer's certification shall be submitted.

Decision Criteria	
1.	A completed application form signed by the owner(s) of the property subject to the application. If the applicant is not the property owner, a signed instrument authorizing the application is required.

2.	A legal description of the subject property supplied by the Kittitas County, a title company or surveyor licensed in the state of Washington, and a current county assessors map(s) showing the property(s) subject to the application.
3.	A current assessor's map identifying the properties within three hundred feet of the subject site along with the names and addresses of the property owners.
4.	Payment of a fee that is consistent with the City of Cle Elum's fee schedule.

Authorization:

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient for denial of the request. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application. The applicant further agrees to pay all fees specified in the City's fee schedule for the permit and expenses associated with the review of the application. The applicant gives consent to the City to enter the property(s) listed above for the purpose of inspecting and verifying information presented in this application.

Applicant Signature:

Date:

1. The application will not be processed and deemed incomplete if not all required criteria is not attached to the application on the day of submission. The Planner may chooses to wave some of the required criteria. If any of the required criteria is provided in another permit please cite that permit.