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CITY  
OF **LACEY**

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT  
420 College Street S.E. Lacey, WA 98503 (360) 491-5642

OFFICIAL USE ONLY
Date: _____
Case #: _____
Received By: _____
Planner: _____
Related Cases: _____

### FINAL SUBDIVISION SUPPLEMENTAL

(This form to be accompanied by the General Land Use Application)

**Subdivision Name:** \_\_\_\_\_  
(A name reservation request must be submitted to the Thurston County Assessor's Office)

Project Number (HTE#): \_\_\_\_\_ Date of Preliminary Approval: \_\_\_\_\_

Applicant or Authorized Representative: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Land Surveyor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Final lot count: \_\_\_\_\_

Final tract count: \_\_\_\_\_

Area of tree tract(s): \_\_\_\_\_

Area of active open space: \_\_\_\_\_

Area of passive open space: \_\_\_\_\_

Smallest lot size: \_\_\_\_\_

Largest lot size: \_\_\_\_\_

Average lot size: \_\_\_\_\_

#### SUBMITTAL CHECKLIST

- 15 copies of the Final Subdivision Supplemental application
- 15 copies of the General Land Use application

#### Supporting Documents:

- A summary explanation is required of all Hearings Examiner's conditions stating how the developer has met the requirements (15 Copies)
- Certificate of title, date not to exceed thirty days prior to submittal (four copies)
- A copy of any proposed deed restrictions applicable to the subdivision (four copies)
- The proposed protective covenants and declarations establishing the homeowners association (four copies)
- A copy of any dedication requiring separate documents
- A certificate by the engineering department that the subdivider has complied with one of the following:
  - All improvements have been installed in accordance with the requirements of this title and with the action of the legislative body giving approval of the preliminary plat;
  - An agreement and financial security have been executed as provided for in the Subdivision Ordinance to assure completion of required improvements.

- Mathematical boundary closures of the subdivision showing the error closure, if any (4 copies)
- The mathematical lot closures and street centerline closures, and square footage of each parcel (4 copies)
- A phasing plan (if applicable) (4 copies)
- Copy of the name reservation from the Thurston County Auditor
- Certification from the Thurston County Treasurer that property taxes have been paid current.
- All application fees

**Plat Map:**

- The original, 15 copies, and one 11" x 17" copy of the plat map shall be submitted
- The date, scale, north arrow, legend, controlling topography, and existing features such as highways and railroads
- Reference points and lines of existing surveys identified, per subdivision ordinance
- The exact location and width of streets and easements intersecting the boundary of the tract
- 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
- The width of the portion of streets being dedicated, the width of any existing right-of-way, and the width of each side of the centerline curve data
- Easements denoted by fine dotted lines, clearly identified and, if already on record, their recorded reference. The width of the easement, its length and bearings, and sufficient ties to locate the easement with respect to the subdivision must be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owner's certificate of dedication
- Lot numbers in an addition to a subdivision of the same name shall be a continuation of the numbering of the original subdivision
- Land parcels to be dedicated for any purpose, public or private, shall be distinguished from lots intended for sale
- The following certificates may be combined where appropriate:
  - A certificate signed and acknowledged by all parties with any record title interest in the land subdivided, and a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage, and maintenance of dedicated streets;
  - A certificate signed and acknowledged as above, dedicating all parcels of land shown on the final map intended for any public use except those parcels which are intended for the exclusive use of the lot owners;
  - A certificate with the seal of and signed by the engineer or the surveyor responsible for the survey and final map;
  - Other certifications now or hereafter required by law.
- Lots containing one acre or more shall show net acreage to nearest hundredth
- Survey of section(s) in which plat is located
- Acknowledgement of persons filing the plat
- Sites allocated for purposes other than single-family dwellings

**Drafting Standards:**

- Clearly and legibly draw in permanent black ink (original only)
- Scale must be greater than 1" = 200', lettering must be a minimum of 3/32", high perimeter of the plat must be depicted with heavy lines
- 18 x 24 inch sheets
- Marginal line (3" left margin and 1/2" margin on the remaining sides)
- Index required for more than 2 sheets
- Plat title
- All signatures must be original in permanent black ink