



BROCHURE # 83

FINAL SUBDIVISION PLAT

WHAT DO I NEED TO DO TO GET MY FINAL PLAT RECORDED?

This brochure provides an overview of the responsibilities of the applicant for a final subdivision plat. The following list must be completed prior to the plat being placed on the Commissioners' agenda. The list must be completed in its entirety and the final plat mylars submitted to the Development Engineering Division 20 days prior to the anticipated Commissioners' meeting. The Kitsap County Commissioners normally meet the 2nd and 4th Monday of each month, except holidays or special events.

Street Names

All streets within the subdivision that will access five or more lots must have street names submitted to and approved by the Addressing Division. Approved street names and lot addresses must be shown on the final plat.

Covenants, Conditions & Restrictions (CCRs)

A Covenants, Conditions & Restrictions document, if required, shall be submitted for review. Once approved, the CCRs containing the original signature and acknowledgment shall be submitted with the mylars for consecutive recording.

Plat Certificate

A plat certificate from any title company in Kitsap County is required as part of the final plat review process. The plat certificate must be updated as necessary to be current (less than 30 days old) at the time of recording the final plat.

As Built Mylars

Road and Storm drainage "As Built" drawings, on reproducible mylars or scalable electronic PDF, must be submitted prior to final facilities inspection.



Final Facilities Inspection

The Site Development Activity Permit (SDAP) and any associated Permit to Work in County Right-of-Way must both be completed and each must receive an acceptable final inspection. Call the Inspection Line at (360) 337-5777 to schedule a final facilities inspection. The inspection is scheduled within 48 hours of the inspection request and the

Inspection Report is processed within 24 hours of the inspection.

Estimate for Bonding

All bonding or other form of surety requires an itemized construction cost estimate. A Professional Civil Engineer shall certify road and storm facility estimates; estimates for bonding of work other than roads or storm facilities shall be prepared by appropriate professionals. Prior to securing the bond, the estimate must be submitted for review and approval.

Bonding

Public roadway, storm drainage facilities and any other conditioned improvements not completed at the time of final plat recording will require a performance bond. Safety items will not be bonded. The amount of performance bonds shall be 150% of the approved Estimate, and the work shall be completed within a maximum of 18 months. Once the public roadway and storm drainage facilities have been completed, a maintenance bond will be required for a minimum of two years, when roads or storm drainage facilities are to be maintained by Kitsap County. Other bonded work, such as landscaping or wetland mitigation, may also require a maintenance bond. The performance bond may be released upon obtaining an acceptable bond release inspection and securing a maintenance bond (if required). As with a performance bond, the maintenance bond requires an approved cost estimate. The amount of a maintenance bond shall be 10% of the Estimate or \$5,000.00, whichever is

greater; an additional sum shall be included for mobilization. Maintenance bonds shall remain in effect for a minimum of two years.

Homeowners' Association

The Homeowners' Association must be registered with the Secretary of State's Office; provide a copy of the registration document.

Plat Mylars and Signatures

The surveyor will be informed by letter that final subdivision plat review is complete and the mylars may be prepared. The applicant shall obtain necessary signatures, to include signatures associated with the Dedication/Declaration statement and Kitsap Public Health District; all signatures on the final plat mylars must be original and in

permanent black ink, per WAC 332-130-050(2). Signatures with anything other than waterproof black ink will result in the plat being rejected for recording.

Kitsap Public Health District

The applicant shall coordinate with Kitsap Public Health District to meet its requirements and secure its signature on the final plat mylar. There may be separate bonding and/or inspections required by the Health District or its associated utility purveyors.

Taxes and Treasurer

Property taxes will be paid prior to or on the same day as recording of the final plat. The applicant is expected to be prepared for the payment of all required taxes, present and future. Contact Kitsap County Treasurer's Office for details.

