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## FINAL PLAT APPROVAL GUIDELINES (For complete details see IMC 15.62 & 15.68)

### Background

Requirements for obtaining a final plat approval are outlined in Ilwaco Municipal Code Chapters 15.62 and 15.68. A final plat, which is the final drawing of the subdivision and dedication, is the last step in the creation of a subdivision. It is the legal document that is recorded with the county auditor. The purpose is to ensure all requirements specified at the preliminary plat stage have been met.

### Application Process

- Applicant **submits the application**, all related materials and application fees to the city clerk/treasurer, who forwards packet to **city planner**.
- City planner makes **Determination of Completeness** within 28 days. If the information is not complete, applicant will have 90 days to submit the required information. If it is not submitted within 90 days, the application will lapse. If it is submitted within 90 days, the city planner will issue a letter to applicant within 14 days indicating whether or not the application is complete.
- City planner prepares a **report summarizing findings, conclusions and recommendations** and forwards report to the city council.
- Developer constructs all required improvements of the preliminary plat, repairs existing street and other public facilities and submits the final plat for approval before filing with the county auditor.
- A completion security (*see IMC 15.68.060*) and maintenance security (*see IMC 15.68.070*) may be required to receive final plat approval. If required, the applicant and mayor must sign a notarized security agreement, approved in form by the city attorney, and recorded with the Pacific County Auditor.
- Applicant must submit a final plat to the city council within five years of preliminary plat approval. When the city council finds that the subdivision proposed for final plat approval conforms to all terms of the preliminary plat

approval, and the subdivision meets all state and local laws, the **mayor or other designated member of the city council will sign the final plat**.

- Applicant files for record the original of approved final plat with the Pacific County Auditor.
- Applicant provides one reproducible mylar or equivalent film copy to the utilities superintendent, files one paper copy with the Pacific County Assessor and provides paper copies for other agencies as required by the city planner.

### Application Packet

- Master Planning Permit Application Form.
- Ten (10) copies of the plat, with information as specified on the Final Plat Approval Submittal Checklist (*see reverse side of this page*).
- One reduced scale reproducible copy (*see reverse side of this page*).
- Title insurance report (*see reverse side of this page*).
- Application Fees (*see Ilwaco Fee Schedule*).

## FINAL PLAT APPROVAL SUBMITTAL CHECKLIST

- Master Planning Permit Application Form**
- Final Plat (10 copies)**
  - The plat must consist of one or more pages of a size acceptable to the City Commission. The plat must be clearly and legibly drawn on stable base polyester film or equivalent approved material. All drawing and lettering must be in permanent black ink, or an approved equivalent.
  - The perimeter of the subdivision must be drawn with heavier lines than appear elsewhere on the plat. The scale must be one hundred feet equals one inch, unless the City Planner approves another scale. A marginal line must be drawn completely around each sheet, leaving an entirely blank margin of three inches on the left side and one inch on the remaining sides.
  - The name of the subdivision, the graphic scale, and the north point must be clearly shown.
  - The map of the subdivided land must be accurate and be based upon a complete survey by a licensed surveyor.
  - All section, township, municipal and county lines lying within or adjacent to the subdivision must be clearly shown.
  - The location of all monuments or other evidence used as ties to establish the subdivision's boundaries, and all permanent monuments with linear dimensions must be clearly shown.
  - The boundary of the subdivision with complete bearings and linear distances must be clearly shown.
  - The length and bearings of all straight lines and the radii arcs and semi-tangents of all curves must be clearly shown.
  - The length of all lot lines, together with bearings and other data necessary for the location of any lot line in the field must be clearly shown.
  - The location, right-of-way width, pavement width, centerline and name or number of all streets and alleys within

and adjoining the subdivision must be clearly shown.

- Numbers assigned to all lots, indication of the acreage and/or square footage of each lot, and letters assigned to all blocks within the subdivision must be clearly shown. A house address system will be provided by the City; provided, however, that an index system will be shown on the plat to allow assignment of house numbers by the City.
  - Notations of any survey discrepancies must be clearly shown.
  - In addition, the final plat must show the certification statements listed in IMC 15.68.030 Sections M-T.
- One reduced scale reproducible mylar or equivalent film copy of the final plat.**
  - Title insurance report confirming that the title of the land in the proposed subdivision is vested in the name of the owners whose signatures appear on the plats certificate.**
  - Application fees (*see Ilwaco Fee Schedule*)**