



FINAL PLAT APPROVAL INSTRUCTIONS

Approval of final plats must be in accord with RCW 58.17 and WRMC 16.04. Following the steps below will help you to gain final approval of your final plat:

1. **When to Submit** – The city can accept final plat applications once certain preliminary plat conditions of approval from the Notice of Decision are met, including any necessary installation of utilities and access facilities (contact the Public Works department about infrastructure approvals and the options for bonding). The preliminary plat approval expires after 5 years from the date of the decision, with an option for a one-year extension if the applicant can demonstrate to the City Council that they have in good faith attempted to complete the plat (see WRMC 16.04.130(A)).
2. **Application Materials** – When ready for final review, the applicant must submit a completed final plat application with all required materials to the Community Development Department. Required materials include:
 - Completed and signed application
 - One (1) large paper copy of final plat map (18" x 24")
 - One (1) pdf file of final plat map emailed to planner@westrichland.org
 - Title report issued no more than 30 days prior to application submittal (1 paper copy and 1 pdf copy)
 - Applicable fees per the Master Fee Schedule
 - Any other information as may be required by the Community Development Director
3. **Final Review Process: Agency Review** – Once the application materials are received and determined complete, the Community Development Department will distribute to agencies for final review. The Community Development Department will review whether the final plat map meets the conditions of approval from the Notice of Decision, requirements of the WRMC, and contains all necessary information. The Community Development Department will notify the applicant of any required changes to the plat and the applicant will be responsible to make the required changes and resubmit to the Community Development Department.
4. **Final Review Process: City Council Review** – The Community Development Department will schedule the final plat for City Council for final approval once the following requirements are met:
 - Submission of the approved final plat map;
 - All the conditions from the Notice of Decision; and
 - All Public Works Punchlist items are complete and/or bonded.
5. **Signatures and Filing** – The Community Development Department will notify the applicant when the final plat application has been approved by the City Council and is ready for signatures and recording. The applicant is responsible for obtaining the required signatures on the face of the plat. Payment of taxes will be required to obtain a signature by the County Treasurer. Once all required signatures are

obtained, the applicant shall file for record in the office of the Benton County Auditor at the applicant's expense.

6. **Official Recorded Copy** – The applicant must provide a certified copy of the recorded final plat to the City. The final plat will not be deemed approved until it is filed and a copy has been provided to the City.



Final Plat Application

Community Development Department
 3100 Belmont Blvd. Suite 104, West Richland, WA 99353
 509-967-5902 Fax 509-967-2419 Inspection Line 967-3518

Date requested for City Council approval* _____	*All items must be completed and accepted ten business days prior to City Council meeting
---	---

PROPERTY OWNER INFORMATION		<input type="checkbox"/> Contact Person
Owner:		
Address:		
Phone:	Email:	

APPLICANT/CONTRACTOR INFORMATION (if different)		<input type="checkbox"/> Contact Person
Company:	UBI#	
Contact:		
Address:		
Phone:	Email:	

SURVEYOR INFORMATION		
Contact:		
Address:		
Phone:	Email:	

PROJECT DESCRIPTION		

PROPERTY INFORMATION		
Parcel #:		
Legal Description:		
Proposed Subdivision Name:		
Total Area (acres):	Number of Lots:	
Approved Preliminary Plat Name:		

APPLICATION MUST INCLUDE		
General Requirements of WRMC 16.04.130		

I authorize employees and officials of the City of West Richland the right to enter and remain on the property in question to determine whether a permit should be issued and whether special conditions should be placed on any issued permit. I have the legal authority to grant such access to the property in question.

I also acknowledge that if a permit is issued for land development activities, no terms of the permit can be violated without further approval by the permitting entity. I understand that the granting of a permit does not authorize anyone to violate in any way any federal, state, or local law/regulation pertaining to development activities associated with a permit.

I hereby certify under penalty of perjury under the laws of the State of Washington that the following is true and correct:

1. I have read and examined this permit application and have documented all applicable requirements on the site plan.
2. The information provided in this application contains no misstatement of fact.
3. I am the owner(s), the authorized agent(s) of the owner(s) of the above referenced property, or I am currently a licensed contractor or specialty contractor under Chapter 18.27 RCW or I am exempt from the requirements of the Chapter 18.27 RCW.
4. I understand this permit is subject to all other local, state, and federal regulations.

Note: This application will not be processed unless the above certification is endorsed by an authorized agent of the owner(s) of the property in question and/or the owner(s) themselves. If the City of West Richland has reason to believe that erroneous information has been supplied by an authorized agent of the owner(s) of the property in question and/or by the owner(s) themselves, processing of the application may be suspended.

Applicant Printed Name: _____

Applicant Signature: _____ Date _____