

PLATS AND LARGE LOT SUBDIVISIONS CHECKLIST

Plats and large lot subdivisions must meet or include the following requirements in order to be recorded:

- Check to ensure name has not been used or reserved. If reserved, name reservation certificate must be presented. Verify that the dedicator on the map matches the name on the certificate
- Standard size (18" x 24") with 2" margin on left edge and at least ½" margin on other sides
- Legibility
 - all copies must be suitable for scanning - uniform contrast (no half-tone or grey scale)
 - signatures and seals must be legible on prints
 - original signatures in black ink
 - no information on any copy should be obscured by cross-hatching, shading or lines through text
 - dimensioning and lettering must be 0.08 inches or larger (seals, certificates and vicinity maps excluded)
- Approvals
 - Public Works and County Council or County Executive (altered or amended plats may not require signature of executive or council---document will be accepted for recording if approved by planning director)
 - if within city limits, it must be approved by the city planning official
- Treasurer's certificate acknowledging taxes paid with current date and Deputy Treasurer's signature
- Auditor's Standard Certificate
- Surveyor's Standard Certificate
 - surveyor's name
 - surveyor's license number
 - surveyor's signature (original and in black ink)
 - date approved
- Surveyor's seal on all pages (signature is required to be through the seal per WAC 196-23-070)
- Title Block
 - name of owner requesting survey and notarized signature
 - name of surveyor or firm performing survey
 - sheet identification (i.e. sheet 1 of 5)
 - date prepared
- Legal Description in Snohomish County (Sections 1-36, Townships 27-32, Ranges 3-14).
Must include:
 - Section, Township, Range; 1/4-1/4(s)**OR**
 - Section, Township, Range; approximate 1/4-1/4(s); appropriate Gov't Lot designation**OR**
 - Township and Range; appropriate Gov't Lot designation**AND**, when applicable
 - Lot and Block; Plat Name; Recording Data
- No adhesive material on the surface of the recorded document

The county auditor is legally authorized to reject any plats and large lot subdivisions which do not meet these requirements.

(References – RCW 58.09; WAC 332-130; Attorney General Opinion – AGLO 1980 No. 31; Snohomish County Code Title 30 – Unified Development Code)