



PART I – REQUIRED MATERIAL

****THE PLANNING DIVISION WILL NOT ACCEPT YOUR APPLICATION IF THE REQUIRED MATERIALS ARE NOT PROVIDED****

☐ **Completed Application Form**

- Application shall contain the signatures of the majority of those persons having an ownership interest in lots, tracts, parcels, site, or divisions in the subject subdivision or portion to be altered.

☐ **Application Fee**

☐ **Notice of Application** to all owners of property within the subdivision and to owners of property within 400 feet of that portion of plat proposed for alteration (See SVMC 20.60.020)

☐ **Plat Certificate:**

- Three (3) copies of a plat certificate dated within 30 days of the application filing date confirming that the title of the lands as described and shown on the altered short plat, plat, or BSP is in the name of the owners signing.

☐ **Final Alteration Map Content Requirements:**

- (1) Submit ten (10) copies of the final alteration of a short plat, plat, or binding site plan map, and one 8 ½ x 11 reduced copy. Altered plats and binding site plans shall be a minimum of twenty-four (24) inches by thirty-six (36) inches and altered short plats shall be eighteen (18) by twenty-four (24) inches.
- All surveys shall comply with the Survey Recording Act (Chapter 58.09 RCW), minimum standards for survey and land descriptions (Chapter 332-130 WAC), and any applicable City standards. The contents of a final short subdivision, subdivision or binding site plan shall include the following:
 1. The final alteration of a short plat, plat or binding site plan shall be a legibly drawn, printed, or reproduced permanent map. Final short plats shall measure 18 by 24 inches. Final altered plats and binding site plans shall measure 24 by 36 inches. A two-inch margin shall be provided on the left edge, and a one-half-inch margin shall be provided at the other edges of the plat. If more than one sheet is required, each sheet shall show sheet numbers for the total sheets.
 2. The file number of the short plat, plat or binding site plan, location by quarter-quarter of a section, township and range shall be shown.
 3. The scale shall be 50 or 100 feet to the inch. If approved by the department, an appropriate scale may be used which does not exceed 200 feet to the inch, provided 400 feet to the inch reduced copy is also submitted. The scale shall be shown in a text form as well as a graphic bar scale.
 4. A bold boundary line shall delineate the existing perimeter boundary of the short plat, plat, or binding site plan prior to any dedication to the public.
 5. The location and widths of streets, alleys, rights-of-way, and easements serving the property, parks and open spaces proposed within the division and those platted easements existing immediately adjacent to the division shall be shown and or identified. Areas to be dedicated to the public must be labeled.
 6. Layout and names of adjoining subdivisions, subdivision lots or portions thereof shall be shown within and adjacent to the subdivision boundary.



FINAL ALTERATION APPLICATION

7. The layout, lot and block numbers, and dimensions of all lots shall be shown.
8. Street names shall be shown.
9. Street addresses for each lot shall be shown.
10. Plat restrictions required as conditions of preliminary short subdivision, subdivision or binding site plan approval shall be shown.
11. Existing easements and utility easements shall be identified, shown, and labeled. Recording information for the easement(s) shall be provided on the survey. Any easement and/or utility easement being created by this division shall be so identified, shown, and labeled.
12. Any special statements of approval required from governmental agencies, including those pertaining to flood hazard areas, shorelines, critical areas, and connections to adjacent state highways shall be shown.
13. A notarized certification and acknowledgements by the owner(s) and beneficiary, if other than the city, as shown on a current plat certificate shall be provided dedicating streets, areas intended for other public use, and granting of easements for slope and utilities.
14. A certification signed by a professional land surveyor registered in the state of Washington stating that the final short plat, plat, or binding site plan was surveyed and prepared by him/her, or under his/her supervision; that plat is a true and correct representation of the subject land; and that monumentation has been established as required by City standards. Certification must be consistent with RCW 58.09.
15. Alterations may be approved by the director if the director determines that the public use and interest will be served by the alteration. If the plat contains multiple sheets, the first sheet shall contain the required signatures. The plat may be reviewed by the following:
 1. Spokane Valley Development Services Senior Engineer.
 2. Spokane Valley Community Development Director.
 3. Spokane Valley Public Works.
 4. Spokane County Utilities Director.
 5. Spokane Regional Health District (only where septic systems and/or private wells are required to serve the development).
 6. Spokane County Treasurer.
 7. Spokane County Assessor.
 8. Hearing examiner for final subdivision plats only; (Ord. 07-015 § 4, 2007).

☐ Covenants

- If the subdivision is subject to restrictive covenants which were filed at the time of approval of the subdivision, and the application for alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter relevant covenants to accomplish the purpose of the vacation of the subdivision or binding site plan, or portion thereof.

Please Note – Prior to recording, Spokane County Assessor's Office requires all taxes for the current year to be paid in full plus a percentage of the following year's taxes. For more information on your taxes, please contact the Spokane County Treasurer's Office at 509-477-4713.

Date Submitted: _____ Received by: _____ Fee: _____
 PLUS #: _____ File #: _____

PART II – APPLICATION INFORMATION

☐ FINAL SHORT SUBDIVISION ☐ FINAL SUBDIVISION ☐ FINAL BINDING SITEPLAN

APPLICANT NAME:			
MAILING ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	FAX:	CELL:	EMAIL:

PROPERTY OWNER:			
MAILING ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	FAX:	CELL:	EMAIL:

SITE ADDRESS:		PARCEL No.:
PRELIMINARY FILE No.:		
PLAT NAME (IF ANY):		
No. of LOTS PROPOSED ON FINAL SUBDIVISION/BINDING SITE PLAN:		
No. of LOTS APPROVED BY PRELIMINARY SUBDIVISION/BINDING SITE PLAN:		



PART III – AUTHORIZATION

(Signature of owner or authorized representative)

I, _____, (print name) swear or affirm that the above responses are made truthfully and to the best of my knowledge.

(Signature)

(Date)

NOTARY

STATE OF WASHINGTON)

COUNTY OF SPOKANE ss:
)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__

NOTARY SEAL

NOTARY SIGNATURE

Notary Public in and for the State of Washington

Residing at: _____

My appointment expires: _____

LEGAL OWNER AUTHORIZATION:

If the applicant is not the legal owner(s), the owner must provide the following acknowledgement.

I, _____, owner of the above-described property does hereby authorize _____ to represent me and my interests in all matters regarding this application.