

FINAL SUBDIVISION PERMIT CHECKLIST

INSTRUCTIONS → Submit the following items listed in the checklist below. Upload PDFs to the project file number assigned during Preliminary review--do not create a new file number. Contact your project planner **before** uploading your documents so they can re-open the file for submittal. All civil work must be completed prior to submission of final subdivision.

[Online Submittal Instructions](#)

1) ☐ Land Use Application	The Land Use Application must be filled out completely and signed by the owner, applicant, or primary contact.
2) ☐ Final Short Plat Map	Must be drawn in accordance with the Final Subdivision Map Checklist . A PDF copy will be required for final review. When instructed by the project planner, submit 1 original signed paper copy of the final map with a cover letter per the hard copy (paper) submittal instructions.
3) ☐ Title Report	Submit a title report current to within 30 days of application date.
4) ☐ Declarations	Declaration of Ownership and a Declaration of Legal Documentation by all owners who have interest in the properties is required if not provided for on the map. If there has been no change in ownership since the preliminary review, updated declarations are not required.
5) ☐ Conditions, Covenants and Restrictions	Submit restrictions and covenants, if any, which will be necessary to address common parking, access, and utility facilities, as well as maintenance of such facilities. Such restrictions and covenants must be recorded prior to or simultaneously with the plat.
6) ☐ Other Documents	Submit any Statutory warranty deeds, local improvement district covenants and easement documents.
7) ☐ Fee	Fees are noted in the Planning, Zoning and Land Use Fee Schedule and will be requested once the application has been deemed complete for intake review. Fees are non-refundable and payable by cash, check or credit card.

If this checklist or any of the items above are not included with your application submittal, your application may be deemed “incomplete for intake review” in accordance with [EMC Title 15.01](#).

*Hard copy (paper) Land Use applications are available for reasonable accommodations. Contact the Planner-on-Duty at 425-257-8731 or Planning@everettwa.gov for more information.