

# Pierce County

Department of Planning and Land Services  
Development Engineering Section

PROJECT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICATION NO.: \_\_\_\_\_

*Circled items need to be addressed. Checked items are OK.*

## FORMAL PLAT REVIEW CHECKLIST ORDINANCE 94-96S TITLE 16

### GENERAL REVIEW COMMENTS

RETURN ALL REVIEWED MARK-UPS, CALCULATIONS, ETC., WITH RESUBMITTAL. This checklist reflects most, but not necessarily all of the items that will be reviewed by the Development Engineering Section. It is intended to be used as an aid by us to provide a consistent review of development work in Pierce County. All items may not be applicable in the review of each project and all items of concern to this office may not be covered on this checklist.

Various standard notes applicable to the Development Engineering Section review have been approved by the Prosecuting Attorney's Office and are referred to on this checklist. These notes should be added to the face of the review document as noted.

### GENERAL

1. \_\_\_\_ Page numbers located in upper right corner, surveyor's business title block in lower right corner.
2. \_\_\_\_ 2-inch border on left margin and 1/2-inch on other margins.
3. \_\_\_\_ Plat north oriented to the top or left on the drawing.
4. \_\_\_\_ Format, scale, graphic scale, north arrow, etc. correct. (WAC 332-130)
5. \_\_\_\_ Dimensions and lettering no smaller than 0.08 inches vertically (WAC 332-130)
6. \_\_\_\_ Show dimensions of each lot and tract. (S & P 16.12.020 E)
7. \_\_\_\_ Surveyor's certificate on the first sheet of multiple sheets with the seal, signature of the surveyor and date on subsequent sheets. (RCW 58.09.080) (RCW 18.43.070)
8. \_\_\_\_ Name of the plat, Quarter - Quarter Section - Township and Range of Section on first sheet, also identify D.L.C., Government Lot, etc. If plat is a replat, the title block shall show it. (WAC 332-130)
9. \_\_\_\_ Plat boundary should be heavier than other lines and dashed across right-of-way. Adjoining parcels shown as platted with lot numbers or noted as unplatted.
10. \_\_\_\_ Tracts, open spaces and easements tied into plat, properly identified and purpose stated.
11. \_\_\_\_ Match line shown.
12. \_\_\_\_ Lot closures checked for each lot, tract and boundary.
13. \_\_\_\_ Existing model homes shown.
14. \_\_\_\_ **ADD NOTE:** Any gate across a private driveway, shared access facility or private road must be constructed with a valid building permit. The access, gate, and appurtenances must be designed in conformance with Pierce County Title 17B, Construction and Infrastructure Regulations Road and Bridge Design and Construction Standards. (17B.20.020C8, 17B.30.020F, 17C.60.230H)
15. \_\_\_\_ Other  
\_\_\_\_\_

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**SURVEY**

- 16. \_\_\_\_ Basis of bearings shown. (WAC 332-130-50 [1] [B])
- 17. \_\_\_\_ Show deed calls that are at variance with the measured distances and bearings of the plat. (WAC 332-130-50 [1] [B])
- 18. \_\_\_\_ Stake corners in accordance with Subdivision & Platting Regulations. (S & P 16.12.040)
- 19. \_\_\_\_ Show section subdivision information. Methods and data used for corner reestablishment or section subdivision shall be stated on plat. (WAC 332-130-030)(S & P 16.12.040)
- 20. \_\_\_\_ Pierce County standard monuments set for boundary and road centerlines.
- 21. \_\_\_\_ Reference monuments used to establish corners identified, described, noted as calculated, set or found, and date visited. (WAC 332-130-50 [1][B])
- 22. \_\_\_\_ Identify the type of field equipment used. (WAC 332-130-100)
- 23. \_\_\_\_ Identify the survey procedures used, such as field traverse, photogrammetric survey, global positioning system survey. (WAC 332-130-100)
- 24. \_\_\_\_ Reference survey to recorded or previous survey. (WAC 332-130)(S & P 16.12.040)
- 25. \_\_\_\_ Standard monument set in County road when project boundary corner or its offset represents 1/16 corner, 1/4 corner, section corner or D.L.C. corner. (S & P 16.12.040)
- 26. \_\_\_\_ Reestablished GLO corners require at least 2 references. (WAC 332-130)
- 27. \_\_\_\_ Show or explain how centerline of R/W was established. (S & P 16.12.040)
- 28. \_\_\_\_ Show the limits of maintained portions of County roadway (i.e. to back of ditch) lying outside the documented R/W. (S & P 16.12.040)
- 29. \_\_\_\_ County R/W adjacent to boundary is by an establishment. Please contact Bruce Duncan at Pierce County Public Works, (253) 798-7250, to obtain any surveyed alignment.
- 30. \_\_\_\_ Legal description matches the plat.
- 31. \_\_\_\_ **ADD NOTE:** Second Class Tidelands Note: The deed(s) for this plat references Second Class Tideland lateral lines and limits have not been determined, surveyed, or depicted on this plat.

Does project about a Transportation Improvement Project?

No  Yes (CRP # \_\_\_\_\_)

- 32. \_\_\_\_ Send memo to Ramiro in Public Works (Date: \_\_\_\_\_)
  - 33. \_\_\_\_ Other
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**ACCESS TO A COUNTY ROAD**

- 34. \_\_\_\_ Show existing driveways.
- 35. \_\_\_\_ Centerline data matches approved road and storm drainage plans.
- 36. \_\_\_\_ Label private road and utility easement(s) as such.
- 37. \_\_\_\_ Label storm drainage easements either "Private" or "Public."
- 38. \_\_\_\_ **ADD NOTE:** No direct vehicular access shall be allowed to \_\_\_\_\_ from Lots \_\_\_\_\_ to \_\_\_\_\_.
- 39. \_\_\_\_ **ADD NOTE:** No building permits will be issued on any lots in this subdivision until all necessary drainage improvements, roads, shared accesses, or alleyways are completed, with the exception that

minor items that may be damaged during homebuilding (such as sidewalks, bio-swale linings, or shoulder leveling course) may be financially guaranteed. (SDM 2.4.2)

40. \_\_\_\_\_ Show Auditor's Fee No. for the document giving this property the right to use any off-site private road and utility easement. Submit a copy of this document and highlight portion that grants legal access to this parcel.
41. \_\_\_\_\_ **ADD NOTE:** All roads are private within this plat.
42. \_\_\_\_\_ Prior to plat approval, private roads and storm drainage must be built, a letter of completion and as-built submitted, or an estimate signed and stamped by a professional engineer and a financial guarantee submitted for 125% of construction costs. (17A.20.030) (SDM 2.14.1.2)

#### PRIVATE ROADS

43. \_\_\_\_\_ Road maintenance covenant required to be recorded prior to or concurrent with subdivision approval. (17B.20.020D1, 17B.20.030C1, 17B.30.020D1)
44. \_\_\_\_\_ Covenant and Irrevocable Power of Attorney is required for private roads (see example in Private Road and Emergency Vehicle Standards, Title 12.52). Formation of Homeowner's Association required. (PRS 12.52.140 F) (Use with projects prior to Ordinance 99-24)
45. \_\_\_\_\_ **ADD NOTE:** All lot ownerships shall include their adjoining portions of property for the private road easement(s) as shown. The applicant and/or adjoining landowners and their successors shall construct and maintain all private roads and easements for this project. Before dedication to Pierce County they shall meet current standards of Pierce County.
46. \_\_\_\_\_ **ADD NOTE:** Future dedication of the private roadway to Pierce County may require the dedication of additional right-of-way.

#### OFF-SITE ROAD IMPROVEMENTS

47. \_\_\_\_\_ A Quitclaim Deed for \_\_\_\_\_ feet of right-of-way on \_\_\_\_\_ and \_\_\_\_\_ feet of right-of-way on \_\_\_\_\_ will be required. In addition, a deed for a 20-foot radius at the intersection of the right-of-way lines will be required. Standard Quitclaim Deed forms from the County must be used. Submit blank excise tax form signed by grantor of additional right-of-way.
48. \_\_\_\_\_ A Statutory Warranty Deed is required to encompass the limits of the section maintained by the county (i.e., back of ditch) if it falls out of the right-of-way. Standard Statutory Warranty Deed forms from the County must be used. Submit blank excise tax form signed by grantor of additional right-of-way. (17A.20.060)
49. \_\_\_\_\_ Provide public road dedication on signature sheet for additional right-of-way.

#### STORM DRAINAGE

50. \_\_\_\_\_ Field locate and delineate on mylar (with ties) all natural drainage courses, swales, potholes, ponds, top and toe of banks, etc. If existing topography is shown, identify vertical datum and contour interval. If there is a top or toe of slope, note on the face of plat, "TOP (or TOE) OF \_\_\_\_\_% SLOPE."
51. \_\_\_\_\_ **ADD NOTE:** The property included within the legal description contains a private storm drainage system. It shall be the responsibility of the owner and/or successors to maintain the private storm drainage system in its originally designed condition.
52. \_\_\_\_\_ ADD 50-foot wide natural buffer area 25 feet on each side of the centerline of the drainage as shown on mark up. (SDM 4.6)
53. \_\_\_\_\_ **ADD NOTE:** "Natural Buffer Area" (N.B.A.). No roads, septic tank drainfield areas, reserve areas, building, clearing, filling or grading are permitted within this area. (SDM 4.6)
54. \_\_\_\_\_ Roof and driveway drainage notes match approved plans and review engineer's approval letter requirements.
55. \_\_\_\_\_ The following or substantially similar words shall appear in the document creating the property owner's association:

In the event \_\_\_\_\_ (Project Proponent name) (or successors or the Property Owners Association), in the judgment of the County, fails to maintain drainage facilities within the plat, or if the Proponent or successors willfully or accidentally reduce the capacity of the drainage system or render any part of the drainage system unusable, the Proponent or successors agree to the following remedy: After 30 days notice by registered mail to the Proponent or

successors, the County will assess financial sanctions (P.C.C. 17A.10.130) and/or initiate enforcement proceedings. In the event the County determines the lack of maintenance has resulted in a situation of imminent danger to life, limb or property, the County will correct the problem as necessary to restore the full design capacity of the drainage system. In this event, the County will bill the owners of the facility for all costs associated with such work to include engineering, administration, legal fees, construction, equipment and personnel. Costs or fees incurred by the County, including attorney's fees and expert's fees should legal action be required to collect such payments, shall be borne by the Proponent or successors.

56. \_\_\_\_\_ **ADD NOTE:**

**MAINTENANCE COVENANT**

Easements are hereby granted for installation, inspection, and maintenance of utilities and drainage facilities as delineated on the plat for the subdivision \_\_\_\_\_. No encroachment will be placed within the easements shown on the plat which may damage or interfere with the installation, inspection, and maintenance of utilities. Maintenance and expense thereof of the utilities and drainage facilities shall be the responsibility of the property owners association as established by the covenant recorded under the Auditor's Fee No. \_\_\_\_\_.

**AREAS OF SPECIAL FLOOD HAZARD**

If Zone "C" then comments 57 through 60 are not applicable.

Zone:                     C    B    A    A1-A30      Panel No. 530138-\_\_\_\_\_

57. \_\_\_\_\_ **Zones A1-A30, AH**

A. **ADD NOTE:** The project site area is designated a special flood hazard Zone and was determined by examination of the Flood Insurance Rate Map (FIRM) Community-panel Number 530138-\_\_\_\_\_, dated August 19, 1987.

Prior to final building inspection approval, a FEMA Elevation Certificate must be submitted and approved by Pierce County Development Engineering verifying that the structure has been constructed and elevated per the Floodplain Management Regulations. (17A.50.140.F)

All purchasers and developers (or their agents) of property within this subject area are hereby notified for flood insurance purposes that the Flood Insurance Rate Map (FIRM) shall dictate actual floodplain boundaries until such time as FEMA reviews the engineered flood study or other data and issues a Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR).

B. **ADD NOTE:** (Only if a floodway is associated.) The project site area shown is within a designated floodway and was determined by examination of the Floodway Map Panel Number 530138-\_\_\_\_\_, dated August 19, 1987. Construction, reconstruction, substantial improvements, encroachments, and filling are prohibited within the floodway in accordance with Pierce County Stormwater Management and Site Development Manual, Title 17A, or most current version thereof and RCW 86.16.031(8). (17A.50.140.F)

C. Perform a field survey to determine the 100-year (base flood) elevation across the site and show limits on the plat. (17A.50.140.D)

D. Indicate floodway and floodplain, cross-hatch, and label on face of project. (17A.50.140.F)

E. Show elevation of the existing ground. (17A.50.140.F)

F. Indicate minimum finish floor elevation (1' minimum above 100-year flood unless a major water course such as Puyallup, Greenwater, Carbon, Nisqually, Mashel, South Prairie Creek, or White Rivers, then it is 2' above). (17A.50.140.F)

58. \_\_\_\_\_ **Zone A and/or B**

A. **ADD NOTE:** The project site area shown is within an area of special flood hazard (100-year), Zone \_\_\_\_\_, and was determined by examination of the Flood Insurance Rate Map (FIRM) Community panel No. 530138-\_\_\_\_\_, dated August 19, 1987, and by a flood study, provided by (name)\_\_\_\_\_, P.E., License No. \_\_\_\_\_ (address) \_\_\_\_\_, dated \_\_\_\_.

Prior to final building inspection approval, a FEMA Elevation Certificate must be submitted and approved by Pierce County Development Engineering verifying that the structure has been constructed and elevated per the Floodplain Management Regulations. (17A.50.140.F)

- B. An engineered flood study must be prepared by a professional engineer. (17A.50.140.E)
- C. Perform a field survey to determine the 100-year base flood elevation across the site and show limits on the plat. (17A.50.140.F)
- D. Indicate floodway and floodplain, cross-hatch, and label on face of project. (17A.50.140.F)
- E. Show elevation (1' contours) of the existing ground within the flood plain. (17A.50.140.F)
- F. Indicate minimum finish floor elevation (1' minimum above 100-year base flood elevation.) (17A.50.140.F)

59. \_\_\_\_\_ When No Detailed Flood Information is Available: (Waterfront Zone A or B)

- A. **ADD NOTE:** The project site area shown is within and/or adjacent to a special flood hazard area (waterfront) Zone \_\_\_\_\_, and was determined by examination of the Flood Insurance Rate Map

(FIRM) Community-panel No. 530138-\_\_\_\_\_, dated August 19, 1987. In lieu of a detailed engineered flood study, the problem area is approximately shown on the plat or project site plan.

Prior to approval of any building permit applications for a structure(s) within and/or adjacent to the subject area, a site plan with topography shall be required, indicating sufficient elevation above the special flood hazard area.

In cases where the site does not provide enough vertical relief for adequate flood protection, then elevating the structure above the lowest adjacent existing predeveloped grade, with certification, may be necessary. (17A.40.150.F)

- B. Show approximate limits of flood zone (some detailed flood data may be required). (17A.40.150.F)

60. \_\_\_\_\_ Project site is within an area of Special Flood Hazard that has an outlet. Provide a flood study prepared by an engineer to determine if the project site falls within the floodway area based on deep and/or fast flowing waters. (17A.50.110)

**EROSION AND LANDSLIDE HAZARD AREAS**

61. \_\_\_\_\_ Add "Natural Buffer Areas," as shown in Diagram No. 1 of the Critical Areas, Title 18E, from the top/toe of slope of all landslide or erosion hazard areas 10 feet or more in height. Buffer width = H/2' from the toe of the slope or H/3' from the top of the slope, unless a geotechnical report indicates that a lesser or greater buffer shall be required. (18E.40.020. C.4.a)

62. \_\_\_\_\_ **ADD NOTE:** "Natural Buffer Area" (N.B.A.). No building, clearing, filling, or grading is permitted within this area.

63. \_\_\_\_\_ **ADD NOTE:** 8-foot minimum setback lines from the buffer area required for construction of any impervious areas greater than 120 square feet of base coverage. Clearing, grading, and filling, within 8 feet of the buffer shall only be allowed when the applicant can demonstrate that vegetation within the buffer will not be damaged. (18E.40.020. C.6)

64. \_\_\_\_\_ **ADD NOTE:** This site lies within an erosion hazard or landslide hazard area as defined in Chapter 18E, Pierce County Code. Restrictions on use or alteration of the site may exist due to natural conditions of the site and resulting regulation. (18E.10.120. C)

**APPROVAL SHEET**

65. \_\_\_\_\_ Dedication format correct (public and/or private).

66. \_\_\_\_\_ **ADD NOTE:** We hereby convey an easement for ingress, egress, and utilities over, under, and across the private roads as shown hereon to the present and future lot owners of existing and future phases of the Plat of \_\_\_\_\_, for all purposes not inconsistent with the use of a private road and utilities easement. (Phased Dedication) Dedication format correct (public and/or private).

67. \_\_\_\_\_ Public Works signature block.

68. \_\_\_\_\_ Auditor's signature block. (First page)

69. \_\_\_\_\_ Hearing Examiner's conditions addressed.

- 70. \_\_\_\_ Hearing Examiner's approval block.
- 71. \_\_\_\_ Easements shown or noted per title report.
- 72. \_\_\_\_ Need subordination agreement for existing easements in public tracts and right-of-way.
- 73. \_\_\_\_ Easement provisions do not create easements in public tracts or right-of-ways that are not shown on the plat.

Reviewer: \_\_\_\_\_