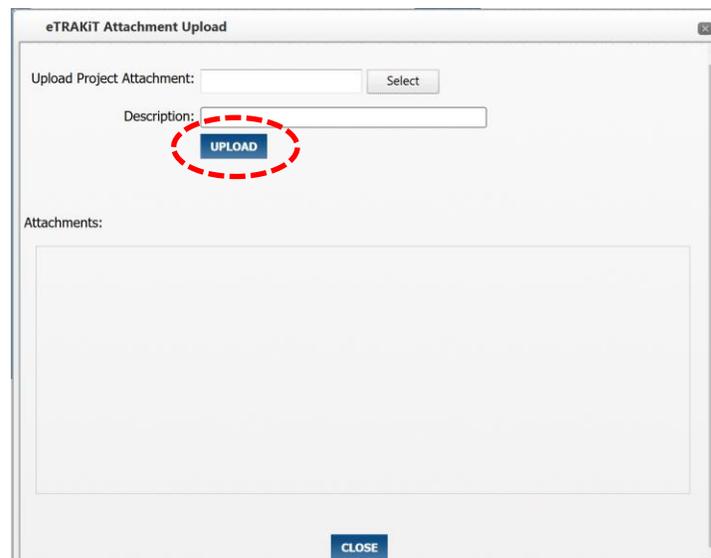


FINAL LAND DIVISION SUBMITTALS OVERVIEW & INSTRUCTIONS

1. Before moving forward, confirm the following documents are ready for submittal.
 - ❖ **REQUIRED:** [Final Land Division Application](#).
 - ❖ **REQUIRED:** Title Report aka "Plat Certificate" (**current within 30 days of submittal**)
 - ❖ **REQUIRED:** Final Binding Site Plan, Short Plat, or Subdivision, to include:
 - The name or title of the proposed land division, including assigned file number;
 - Legal description of the entire parcel to be subdivided;
 - Vicinity Map
 - The date, north arrow and appropriate engineering scale as approved by the Planning Department (e.g., 1" = 20', 1" = 30', 1" = 40', 1" = 50", 1" = 60');
 - Boundary lines, right-of-way widths for streets, easements and property lines of lots and other sites with accurate bearings, dimensions or angles and arcs and of all curve data;
 - Names and right-of-way widths of all streets within the subdivision and immediately adjacent to the subdivision. Street names shall be consistent with the names of existing adjacent streets (verify street names with the Permit Coordinator in the Planning Department);
 - Number of each lot consecutively;
 - Address of each lot as provided by the city;
 - Reference to private covenants and special plat restrictions either to be filed separately or on the face of the plat;
 - Zoning setback lines, building sites when required by the city;
 - Location, dimensions and purpose of any easements, noting if the easements are private or public, and including the Auditor's File Number;
 - Location and description of monuments and all lot corners set and found;
 - Primary control points and datum elevations if applicable, approved by the Public Works Department. Descriptions and ties to all control points will be shown with dimensions, angles and bearings;
 - Existing structures, all setbacks, and all encroachments;
 - Dedications.
 - Certifications
 - Applicable acknowledgments and certifications, as outlined in [MMC Title 22G Administration and Procedures](#).

- ❖ **REQUIRED:** Complete survey.
 - ❖ **REQUIRED:** Lot closures.
 - ❖ Covenants, easements and restrictions, if any.
2. After logging into the portal via <https://permits.marysvillewa.gov/>, select "Search for Projects" on the left-hand side of the menu. Search for your project using the City assigned project number.
 3. Once you've located your project, use the "Attachment" link at the top of the project information page to add required final land division documents.

Important: When uploading documents, select the file name(s) of the documents you wish to upload and then select "Upload." If Upload is not selected on this screen, the documents will not save and will not be uploaded to your project, resulting in an incomplete application.



The screenshot shows a web browser window titled "eTRAKIT Attachment Upload". The form contains the following elements: a "Select" button next to the "Upload Project Attachment:" label; a "Description:" label followed by a text input field; a blue "UPLOAD" button which is circled with a red dashed line; an "Attachments:" label above a large, empty rectangular area; and a blue "CLOSE" button at the bottom center of the window.

Once the "upload" button is selected, the documents are now attached to this application. The documents will appear as uploaded on the summary page.

4. Once the documents have been uploaded, notify:
landusesubmittals@marysvillewa.gov
An automated notification of your final land division submittal is **not** received by staff, or the project manager.
5. **Do not select any fees**, the fees are for informational purposes only.
6. Once your final land division application is submitted and determined to be complete, you will receive an email with instructions for payment of final land use review fees.
7. Once the final land division fees have been paid, the application materials will be routed to affected departments and agencies for review.