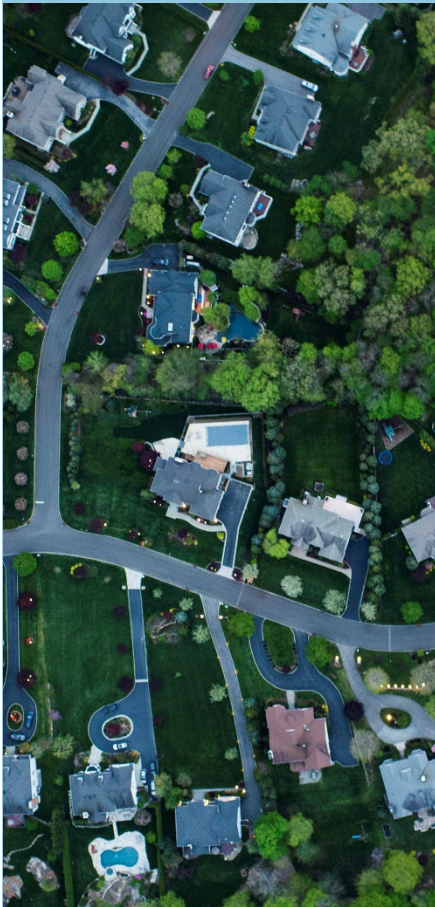




Community  
Development



# Final Plat

## What Do I Need to do to Get My Final Plat Recorded?

This brochure provides an overview of the responsibilities of the applicant for a final plat. The following list must be completed in its entirety prior to the plat being recorded. The list will be reviewed for compliance along with final plat drawings submitted to the Development Engineering Division as part of your final plat application.

### Street Names

All streets within the subdivision that will access five or more lots must have street names. A [Road Name Petition](#) will be required to be submitted with your final plat application. Once the street name is assigned, the approved street names and lot addresses must be shown on the final plat. A photo of the installed road name sign(s) will be required prior to final plat approval.

### Covenants, Conditions & Restrictions (CCRs)

A Covenants, Conditions & Restrictions document, if required, shall be submitted for review. Once approved, the CCRs containing the original signature and acknowledgement shall be submitted with final plat application, and cross referenced on the final plat drawings for consecutive recording.

### Homeowners' Association

All streets within the subdivision that will access five or more lots must have street names. A [Road Name Petition](#) will be required to be submitted with your final plat application. Once the street name is assigned, the approved street names and lot addresses must be shown on the final plat. A photo of the installed road name sign(s) will be required prior to final plat approval.

### Plat Certificate

A plat certificate from any title company in Kitsap County is required as part of the final plat review process. The plat certificate must be updated as necessary to be current (less than 30 days old) at the time of recording the final plat.

### As-Builts/Record Drawings

Road and storm drainage record drawings, on scalable electronic PDF, must be submitted prior to the final inspection on the associated Site Development Activity Permit (SDAP).

**[Kitsap.gov/DCD](http://Kitsap.gov/DCD)**  
**(360) 337-5777**

**[Help@Kitsap1.com](mailto:Help@Kitsap1.com)**

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## **Final Field Inspection**

The SDAP and any associated Right of Way permit must be completed, and each must receive an approved final inspection.

## **Bonding**

Public roadway, storm drainage facilities and any other conditioned improvements not completed at the time of final plat recording will require a performance bond. Safety items will not be bonded. The amount of performance bonds shall be 150% of the approved Estimate, and the work shall be completed within a maximum of 18 months. Once the public roadway and storm drainage facilities have been completed, a maintenance bond will be required for a minimum of two years, when roads or storm drainage facilities are to be maintained by Kitsap County. Other bonded work, such as landscaping or wetland mitigation, may also require a maintenance bond. The performance bond may be released upon obtaining an acceptable bond release inspection and securing a maintenance bond (if required). As with a performance bond, the maintenance bond requires an approved cost estimate. The amount of the maintenance bond shall be 10% of the Estimate or \$5,000.00, whichever is greater; an additional sum shall be included for mobilization. Maintenance bonds shall remain in effect for a minimum of two years.

## **Estimate for Bonding**

All bonding or other form of surety requires an itemized construction cost estimate. A Professional Civil Engineer shall certify road and storm facility estimates; estimates for bonding of work other than roads or storm facilities shall be prepared by appropriate professionals. Prior to securing the bond, the estimate must be submitted for review and approval.

## **Plat Drawings and Signatures**

The surveyor will be informed by letter that final subdivision plat review is approved. The applicant shall obtain all necessary signatures, to include signatures associated with the Dedication/Declaration statement and Kitsap Public Health District. All signatures on the final plat drawings must be original and in permanent black ink, per WAC 332-130-050(2). Signatures with anything other than waterproof black ink will result in the plat being rejected for recording.

## **Kitsap Public Health District**

The applicant shall coordinate with Kitsap Public Health District to meet its requirements and secure its signature on the final plat mylar. There may be separate bonding and/or inspections required by the Health District or its associated utility purveyors.

## **Taxes and Treasurer**

Property taxes will be paid prior to or on the same day as recording of the final plat. The applicant is expected to be prepared for the payment of all required taxes, present and future. Contact Kitsap County Treasurer's Office for details.