

Final Plat Mylar Procedures

Once all final plat requirements have been met and the appropriate notes are placed in PALS+, the applicant is informed that the Mylar can be submitted for signatures.

At this point, all the I's are dotted and T's crossed. There should only be a need for signatures by department representatives.

A County employee contacts all Sections and departments and informs them that the Mylar is in for signatures. As there should not be any major issues at this point, one by one, department representatives will sign the Mylar within days.

There is no order as to who should sign first. As the Mylar cannot leave the premises once submitted, some County agencies who do not have representatives at the Annex may schedule certain days of the week to sign. Arrangements can be made to expedite this step if necessary.

The Assessor/Treasurer's Office will sign once all the taxes have been paid. Any department can check to make sure their requirements have been met and sign the Mylar before or after the A/T's Office.

Once all the departments have signed the Mylar, the planner prepares a letter and reads the contents of the letter into the record before the Pierce County Hearing Examiner. The Examiner will, according to local and state statutes, sign the Mylar.

The Mylar is now ready to be recorded. The applicant is contacted by PALS to come in and record the Mylar. A County staff will escort the representative of the project to the County's Auditor's Office for recording of the final plat. As all signatures are now placed on the Mylar, no changes can take place, which is the reason for a County employee accompanying the final plat to be recorded.

If the plat requires the formation of a Homeowners Association for the maintenance of the private road and/or storm systems, those documents will be required to accompany the final plat mylars and be recorded simultaneously. The corresponding recording numbers shall be entered in the appropriate places on each document.

Upon the completion of all of the above, the Hearing Examiner will then issue the official written decision within days approving the final plat with copies of his decision sent to all parties of record.