



APPLICATION MATERIALS  
REQUIRED FOR

**FINAL PLAT**

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Submit the following to the  
City of Sherwood Planning Department,  
22560 SW Pine St., Sherwood, OR 97140  
(503) 925-2308

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- ☐ **Final Plat Fee** - See City of Sherwood current Fee Schedule at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov). Click on Government, Finance, then Fee Schedule. Note whether subdivision or minor land partition plat.
- ☐ **Application Form** – One original and three (3) copies of a completed **City of Sherwood Application for Land Use Action** form. *All owners must sign the application form.*
- ☐ **Paper Final Plat Survey** - Five (5) full-sized copies of the final plat survey and one (1) 11 x 17 inch reduced copy. **Full-sized copies must be folded.**
- ☐ **CD File Copy** of the plat survey.
- ☐ **Narrative** – Applicant must provide a response to conditions of approval of preliminary plat.

**Once the paper plat is received by the Planning Department it may take 2 to 3 weeks to review conditions of approval.**

After the information is submitted and complete, the City will redline the paper plat. Once the County has finished its review, the mylar and a final CAD file must be submitted to the Planning Department.

**Building permits shall not be issued until all public improvements have been constructed and approved by the Engineering Department and the final plat has been recorded with Washington County.**