



# ***Binding Site Plan Submittal Checklist***

**Project File Number:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

A proposed binding site plan shall be considered under the zoning and other land use control ordinances in effect on the land at the time a fully completed application is filed with the department. An application will be considered complete once Planning & Community Development determines that the application contains the following materials and information:

## **Required Submittals**

Applicant / Staff Verify

- /  One original and one copy of all applications, plans and supporting documentation (unless otherwise noted)
- /  Completed Type II Administrative Decision Land Use Development Application signed by owner / or authorized authority (2 copies)
- /  Applicant legal status form
- /  Basic site plan (see Basic Site Plan Checklist) for a binding site plan, this needs to be prepared by a professional land surveyor, licensed in the State of Washington
- /  The proposed and existing structures including elevations, floor plans, and plans which include post-construction treatment of unoccupied areas of the building envelopes
- /  All covenant, easements, maintenance agreements or other documents regarding mutual use of parking and access (2 copies)
- /  Civil Plans, if required (2 copies)
- /  Landscape plans (see Landscape Plans Checklist) (as applicable)
- /  Critical Areas Study/report and Mitigation Plan (as applicable)
- /  Proposed ROW dedication, and frontage improvements, (e.g., sidewalks, planter strips, power lines, etc.)
- /  Preliminary Stormwater Drainage and TESC Plans/Report
- /  Geotechnical Report (as applicable)
- /  Traffic Mitigation Worksheet or Traffic Study (as applicable)
- /  Payment of fees

/  **Narrative** - addressing the following:

- /  All proposed or existing uses and maximum number of dwelling units (if any)
- /  A completed environmental checklist on the City's form (2 copies)
- /  A phasing plan and time schedule, if the site is intended to be developed in phases (2 copies)
- /  A list of other development permits or permit applications filed for the same site
- /  Documentation of the date and method of segregation for the subject property verifying that the lots or lots were not created in violation of the short subdivision or subdivision laws in effect at the time of creation (2 copies)

City staff will screen the binding site plan application for completeness and will notify the applicant of any deficiencies or certify that the application is complete. The applicant will submit any additional information or documents which may be required by staff for the processing of a binding site plan. Additional information requested after the application has been deemed complete will not affect the completeness of the application, but may affect the time required to process the application. Staff may waive specific submittal requirements determined to be unnecessary for review of the application.