



# FINAL BINDING SITE PLAN CHECKLIST

## **General Info: What is a final binding site plan?**

Binding Site plans are an alternative form of subdivision typically processed in two parts, Preliminary and Final. This application is for the second part of that process. Prior to applying for a Final Binding Site Plan, a Preliminary Binding Site Plan approval must have been granted. When the Preliminary Binding Site Plan approval is contingent upon conditions, then the conditions shall be completed and a final plan must be filed within two years from the date of the conditional approval.

## **The following information will need to be gathered prior to applying for the Final Binding Site Plan (it will be needed to fill in the online form):**

1. Associated Preliminary Binding Site Plan file number and project name if applicable.
2. Applicant Information-name and contact information (phone and email).
3. Surveyor contact information, including email address.
4. Site Information including all site addresses and the assessor's tax parcel numbers of all parcels involved.
5. Total acreage of project site.
6. The number of lots and anticipated use (manufactured housing, multi-family, commercial, etc).
7. Total area (sq. ft.) provided for any Soils and Vegetation Protection Areas.
8. Total area (sq. ft.) in public streets and/or private streets.
  - a. Total length (in feet) of public and/or private streets.
9. Number of vehicular parking stalls associated to each individual lot and/or shared in a common area.

***The following documents meeting the Document Submission Standards (see handout for information) will need to be uploaded within two (2) business days of completing the online application. Failure to do so will result in cancellation of the permit application.***

## **Final Binding Site Plan Map:**

Final binding site plans shall include the following information on the map:

1. The following shall be shown on the final plat map:
  - Title block, to contain section, township and range, date of preparation,
    - A. datum,
    - B. scale
    - C. north arrow,
    - D. legal descriptions of the original tract,
    - E. basis of bearing, which shall be the Olympia coordinate system;
    - F. vicinity sketch clearly identifying the location of the property;
    - G. plat representation, to contain: the boundary lines of the property to be divided;
    - H. the development status of contiguous land, including the name of any adjacent plats and rights-of-way, the layout, dimensions and number of each lot in the short subdivision with bearings or deflection angles, radii, arcs, points of curvature and tangent bearings, the names, locations and widths of all

existing streets, rights-of-way, easements, other public ways, watercourses and major transmission facilities rights-of-way within and adjacent to the proposed development, the locations and dimensions of all parcels of land intended to be dedicated or reserved for public use, or to be reserved in the deeds for the common use of the property owners if the subdivision with the purpose, conditions or limitations of such dedications or reservations clearly indicated, the locations of all existing structures within the binding site plan, existing monuments or other such identifying markers, lot numbers beginning with the number "1" and numbered consecutively without omission or duplication throughout the plat (The numbers shall be solid, of sufficient size and thickness to stand out, and so placed as not to obliterate any figure).

2. Acknowledgments and certificates, preferably located along the bottom of the map, as follows:

A. The following shall be required when the binding site plan contains a private street:

"The cost of construction and maintaining all streets not herein dedicated as public streets shall be the obligation of all of the owners, and the obligation to maintain shall be concurrently the obligation of any corporation in which title of the streets may be held."

B. "All landscaped areas in public rights-of-way shall be maintained by the owner and his successor(s) and may be reduced or eliminated if deemed necessary for or detrimental to City street purposes."

3. Location and dimensions of existing and proposed site ingress and egress.

4. Layout and dimensions of internal vehicular and pedestrian circulation system.

5. Location, area and dimensions of proposed lots.

6. Layout and dimensions of emergency access to each lot.

7. Proposed land uses for each lot.

8. A table describing the new and replaced hard surfaces, pollution generating hard surface, vegetated pervious land cover, and retained natural vegetated area coverage for each lot and the project site.

9. Location and dimensions of existing and proposed buildings or proposed building envelopes and the distances from property lines.

10. Location and dimensions of existing (to remain) and proposed landscape areas.

11. Location and dimensions of existing and proposed stormwater drainage and retention areas.

12. Location and dimensions of Soil and Vegetation Protection Areas and stormwater flow dispersal areas.

13. Location and dimensions of existing (to remain) and proposed parking areas, and

14. Location of existing and proposed utilities.

15. Building envelopes

### **Supplemental Documents:**

Other plans may need to be submitted in conjunction with the final binding site plan depending on the project location and scope as follows:

Note: The preliminary binding site plan approval will provide clarity regarding what supplemental documents are needed. If unsure, please contact a planner at the City (360.753.8314)

1. A phasing plan and time schedule, if the site is intended to be developed in phases.

2. A current title report covering all properties within the boundaries of the site.

3. Recordable easements or covenants for:

a. all necessary and planned utilities,

b. all shared ingress, egress, roadway and emergency accesses,

- c. shared open space,
  - d. parking,
  - e. stormwater facilities vegetated flow dispersal areas,
  - f. Soil and Vegetation Protection Areas.
  - g. maintenance and restrictions on redevelopment of shared areas.
4. **Signed Statement.** A statement provided by the applicant indicating a belief that the final plat conforms with all the conditions of preliminary approval.