



PRELIMINARY BINDING SITE PLAN CHECKLIST

General Info: What is a Binding Site Plan?

It is an alternative form of land division authorized in RCW 58.17.035. Binding site plans may only be used for divisions for:

- 1) Industrial or commercial use,
- 2) Lease of mobile homes or travel trailers – typically a mobile home park, and
- 3) Condominiums.

A binding site plan is typically processed in conjunction with a development proposal. It provides exact locations and detail for the type of information appropriately addressed as part of a property division such as infrastructure, certification and all other applicable requirements of a typical subdivision.

The City establishes specific requirements for the application submittal requirements and review process for binding site plans in OMC 17.34. The binding site plan review procedure is very similar to a standard subdivision and includes two parts, preliminary approval and final approval. The review authority for a binding site plan is the Director. This is different from a standard subdivision, which is approved by the City Council.

The following information will need to be gathered prior to applying online for preliminary binding site plan:

1. Applicant Information-name and contact information (phone and email)
2. Site Information including all site addresses and the assessor's tax parcel numbers of all parcels involved.
3. Surveyor contact information, including email address.
4. Name of project, if applicable.
5. Number of new lots and tracts along with:
 - a. Square footage computation of each new lot or tract
 - b. Proposed land use for each new lot or tract
 - c. Size of all new or replaced structures
 - d. Total amount of existing and proposed hard surfaces on each lot or tract
 - e. Amount of existing and proposed pollution generating hard surface (such as gravel and pavement) on each lot or tract
 - f. Amount of vegetated pervious land cover, and retained natural vegetated area coverage for each lot or tract.
6. The source of water supply and, if a public system is used, the name of the supplier.
7. The method of sewage disposal and, if sanitary sewer is used, the name of the district having management over the system.
8. Name of the street frontage and the width of the street.
9. If new street frontage is proposed, provide the width and length of the new street.

- a. Identify if the new street is intended to be public or private. If private, identify how many other parcels are currently accessed by this road (including vacant ones) and how many new parcels are to be added to this access route.
10. If there is contiguous land held under the same ownership and what the total acreage is.
11. Identification of any critical areas (Stream, wetlands, landslide hazard, wellhead protection and important habitat and species areas, see OMC 18.32) on or near the site. It is recommended that you contact the Planning Department to determine if any critical area reports may be required.
12. If any wells are located within 200 feet of the project site. (Contact Thurston County Environmental Health for information regarding wells)
13. If any on-site sewer systems (septic) systems (tanks, transport lines and drainfields) are located on the project site. (Contact Thurston County Environmental Health for septic system records)

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.

Preliminary Binding Site Plan Map:

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

1. The date, scale and north arrow.
2. The boundary lines to scale of the parcel to be subdivided and each lot or tract contained therein.
3. The number assigned to each lot.
4. The location and widths of existing and proposed easements (including common easements over private roads) and rights-of-way for public services or utilities within the area contained within the short subdivision.
5. The location, size, and use of all existing: Structures, hard surfaces, pollution generating hard surface (such as gravel and pavement), vegetated pervious land cover, and retained natural vegetated area coverage for each lot and for the project site.
6. The location, size, and use of all new or replaced: Structures, hard surfaces, pollution generating hard surface (such as gravel and pavement), vegetated pervious land cover, and retained natural vegetated area coverage for each lot and for the project site.
7. Location and dimensions of existing and proposed stormwater drainage and retention areas;
8. Location and dimensions of existing (to remain) and proposed parking areas; and location of existing and proposed utilities
9. The boundaries of all lands reserved for the common use of the property owners of the short subdivision.
10. The location of permanent features outside the land to be subdivided which will have an impact upon the subdivision, such as all existing or platted streets adjacent to the subdivision, watercourses, railroad rights-of-way, all utility rights-of-way, and adjacent plats and short plats.

11. The location of any areas proposed to be significantly altered by fill or excavation or presently having fill-in space which could significantly impact plat development.
12. Location of existing wells and septic systems on site and whether such are to be abandoned.
13. A vicinity sketch clearly identifying the location of the property being subdivided.
14. A legal description of the boundaries of the parcel being subdivided, which has been prepared and certified by a title company or a registered land surveyor; in addition, a legal description of the contiguous land owned by the sub-divider.
15. Location and source of information regarding any wells within 200 feet of the site, and any proposed means of mitigating impacts to such wells.
16. Indicate in large print the title "Binding Site Plan" and the name of the proposed development.
17. Bear the seal of a registered land surveyor or registered professional engineer licensed to practice in the state.

Supplemental Documents:

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

Note: The summary provided by the City from your Presubmission conference held related to your project will provide clarity regarding what supplemental documents are needed. If unsure, please contact a planner at the City (360.753.8314)

1. **Copies of restrictions** (such as recorded easements). if any, existing or proposed to be imposed upon the use of the land. Such restrictions, if required by the City, must be shown on the plat map or recorded before the plat becomes effective.
2. **Grading Plan.** If lots are to be substantially graded, a plan showing the nature of cuts and fills and information on the character of the soil.
3. **Drainage Design Report.** *(As required by Chapter 3, Volume 1 of City of Olympia Drainage Design and Erosion Control Manual.)*
4. **Stormwater Management Plan.** (As required by Chapter 3, Volume 1 of City of Olympia Drainage Design and Erosion Control Manual)
5. **Soil and Vegetation Plan.** May be required and must meet all applicable requirements of Olympia Municipal Code 16.60.
6. **Critical Area Reports.** May be required if any critical areas are on or near the project site. Per OMC 18.32.
7. **Interested Parties List.** Provide a list of all the names, addresses, zip codes, and telephone numbers and/or email addresses of all persons who have a real or possessory interest in the property to be subdivided.