



BINDING SITE PLAN SUBMITTAL CHECKLIST

A proposed binding site plan, per [LSMC 14.18.105-180](#) 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. A binding site plan application will be processed concurrently with any other application for development of the same site, unless the applicant requests otherwise. An application will be considered complete once Planning & Community Development determines that the application contains the following materials and information below.

Required Submittal Items:

1. Completed Type II Administrative Decision Land Use Development Application signed by owner or authorized authority
2. Applicant legal status form
3. 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
4. The proposed and existing structures, including elevations, floor plans, and plans, which include post-construction treatment of unoccupied areas of the building envelopes
5. All covenants, easements, maintenance agreements or other documents regarding mutual use of parking and access
6. Conditions, covenants and restrictions (as applicable)
7. Civil Plans, if required
8. SEPA Checklist (environmental checklist)
9. Landscape plans (see Landscape Plans Checklist) (as applicable)
10. Critical Areas Study/report and Mitigation Plan (as applicable)
11. Proposed ROW dedication and frontage improvement (e.g., sidewalks, planter strips, power lines, etc.)
12. Preliminary Stormwater Drainage and TESC Plans/Report
13. Geotechnical Report (as applicable)
14. Traffic Mitigation Worksheet or Traffic Study (as applicable)
15. Intake Fee

Narrative Addressing:

16. The decision criteria contained in [LSMC 14.18.120\(a-l\)](#)
17. All proposed or existing uses and maximum number of dwelling units (if any)
18. A phasing plan and timeline if the site is intended to be developed in phases
19. A list of other development permits or permit applications filed for the same site
20. Documentation of the date and method of segregation for the subject property verifying that the lot or lots were not created in violation of the short subdivision laws in effect at the time of creation