



# BINDING SITE PLAN SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is typically needed in order to submit a complete application for review. Depending on the complexity of the proposal, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20').**

- Permit Application**
- Submittal Fee:** \$6,063.00
- Pre-Application Meeting Date:**  
\_\_\_\_\_ (ask for handout)  
A pre-application meeting with the City is required to submitting an application for any Type B action and/or for a project located in a critical area.
- Title Report.** Provide a title report no more than 30 days old or "Plat Certificate". Include schedules describing any recorded easements.
- Proof of Legal Lot:** Please provide proof that the property was created in accordance to the subdivision rules of the State of Washington. A legal lot is one that was created by a formal or short subdivision; or if property was created before October 1, 1972. (If created by a recorded short plat, a five-year interval must occur before your parcel may be eligible to be platted again). Please provide a copy of the recorded short plat, plat, or lot line adjustment or a copy of legal conveyance (deed, real estate contract), whichever is applicable.
- Notice Materials**
  - Provide required notice materials consisting of:
    - **Two (2) sets** of mailing labels for all property owners within 500' of any boundary of the subject property.
    - A copy of the mailing label list.
    - A copy of the Assessor's map with the 500 foot boundary outlined.

Shoreline Planning & Community Development will prepare these materials in advance of permit

intake/Neighborhood Meeting for a fee of \$199.00. This notice information should be requested a minimum of one week in advance of the expected submittal of the application materials to allow time for preparation. **Notice materials prepared by outside third parties will be subject to additional fees to review for completeness and any property owner omissions may necessitate restarting the notice period.**

- Certificate of Sewer Availability.**
  - Ronald Wastewater (deferred to permit review)
  - The Highlands (206) 362-2100
- Certificate of Water Availability.** Required for all new development proposals. The distance of the nearest hydrant and either the flow calculations or flow test results of that hydrant is required. To obtain a Water or Fire Flow Certificate of Availability contact:
  - City of Seattle Public Utilities (206) 684-5800 or online at <http://www.seattle.gov/util/Engineering/DevelopmentServicesOffice/ToolsResources/WACRequestForm/index.htm>
  - North City Water District (206) 362-8100 or online at <http://northcitywater.org/forms/>
  - The Highlands, (206) 362-2100.
- Site Plans – four (1 reduced - maximum 11" x 17" and 3 full size) copies** drawn to an engineering scale (e.g. 1" = 20').
  - Name, address, and phone number of the person who prepared the drawing.
  - Graphic scale and north arrow.
  - Dimensions of all property lines.
  - Location, identification and dimension of all existing buildings and buildings to be demolished including their uses. Also include streets, internal access roads/private streets, alleys, rockeries, retaining walls, and fences.
  - Driveways and structures on adjacent properties.

**Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily**

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- Building setbacks from front, side, and rear property lines.
- Easements, existing and proposed which are on the property, including utility, drainage, access, and open space. (Include the King County recording number for existing easements).
- Critical Areas: geologic hazards, fish and wildlife habitat, wetlands, flood hazard, aquifer recharge, streams on site and within 150' of the property.
- Topography at two foot contour intervals.

**Utilities**

- Location of all existing utilities including water, sewer, gas, electric, and telecommunications. Indicate all hydrant location(s).

**Drainage and Paving** – four (1 reduced - maximum 11” x 17” and 3 full size) copies drawn to an engineering scale (e.g. 1” = 20’). Drainage review is required for all preliminary Binding Site Plans when development proposed.

- Location of all existing drainage facilities including catch basins, flow control devices, water quality, and infiltration facilities.
- Total area of existing hardscape.
- Conceptual/preliminary drainage plan.

**Soils Evaluation** – 2 copies. To facilitate preliminary drainage review a soils report/evaluation is required. All soils evaluations must be prepared consistent with the requirements outlined in the (*Stormwater manual*.)

• **A Binding Site Plan is a recorded survey and must comply with all requirements of RCW 58.09 (Survey Recording Act) and WAC 332-130-050 (Survey Map Requirements).**

Fees effective 1/2019

**NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

**OTHER PERMITS THAT MAY BE REQUIRED IN CONJUNCTION WITH DIVIDING PROPERTY**

- Right-of-Way
- Site Development
- Financial guarantees (bonds)

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)