



## Binding Site Plan

A binding site plan is an alternative to the subdivision process of land division. Binding site plans may only be used to divide property for the purpose of sale, lease or transfer of ownership of commercial zoned property. The purpose of the binding site plan is to ensure that the collective lots function as one site with respect to, but not limited to, lot access, interior circulation, open space, landscaping, drainage facilities, facility maintenance, and parking.

Binding site plans are Type 2 land use decisions which require a project guidance (feasibility) discussion and a [Pre-Application Conference](#), and are subject to the review and approval of the Director of Community Development.

To submit a Binding Site Plan application, please schedule an intake appointment [here](#).

### Applicant Information

Name:	Company (if applicable):
Development Name:	Property Address:
E-mail:	Phone:

### Required Documents for a Binding Site Plan Application

A PDF of each document is required at time of submittal. Please label files as follows:  
ProjectType\_DocumentType (for example: BSP\_ProjectNarrative).

- [Affidavit of Applicant Status and Acceptance of Financial Responsibility for Project Fees](#)
- Binding Site Plan Drawings
  - a. Must identify the areas and locations of all streets, roads, improvements, utilities, water and sewer facilities, open spaces, critical areas, parking areas, landscaped areas, surveyed topography for preliminary map, water bodies and drainage features, and building envelopes.
  - b. Must contain inscriptions or attachments setting forth such limitations and conditions for the use of the land as are established by the director or the hearing examiner.
  - c. Must contain provisions requiring any development or division of land to be in conformance with the approved site plan.
- Bond Quantities Worksheet
- Critical Area Affidavit
- Critical Area Study (if applicable)

- Declarations of Easements, with Covenants and Restrictions
  - a. All conditions of use, maintenance and restrictions on redevelopment of shared open space, parking, access and other improvements must be identified.
- [Developer Contribution Summary](#)
- Director’s Modification Request (if proposed)
- [Eastside Fire & Rescue Plan Review Sheet](#)
- Geotechnical Report
- [Historic Resources Affidavit](#)
- Legal Description
- Mailing List ([Template](#)) and [Map](#)
  - a. Mailing list and map to include all property owners within 1,000 feet of the subject site (2,000 feet for properties within EHNSWB overlay).
- Pre-Application Conference Meeting Notes
- [Project Guidance Form \(Feasibility\)](#)
- Project Narrative
- Public Works Standards Deviation (if proposed))
- [SEPA Environmental Checklist](#)
- Storm Drainage Analysis (Technical Information Report)
- [Stormwater Facility Information Form](#)
- Title Report (<30 days old)
- Traffic Concurrency Certificate
- Traffic Impact Analysis Report (if applicable; any development proposal that generates 10 or more new vehicle trips during the AM or PM peak hour is required to submit a Traffic Impact Analysis. Refer to the Public Works Standards for TIA requirements.)
- Water & Sewer Certificates or Septic System Approval

## Fees Required

Type 2 Land Use Application Counter Service Intake Fee	\$272
Legal Notice Posting	\$315
Preliminary Review Deposit	\$2,040
Publication/Mailing	\$289
Critical Area Review	\$408
Fire Review	\$136

The listed fees are initial deposit amounts based on hourly rate. If the initial deposits have been exhausted before the project is completed an additional deposit will be required in the amount estimate by the Department of Community Development round to the nearest 10-hour increment.

## Signatures

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge and I acknowledge that willful misrepresentation of information will terminate this permit application. I have read this application in its entirety and understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed in accordance with SMC Title 20.

**Applicant, Representative, and/or Owner Signature:**

**Date:**

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