

Binding Site Plan Submittal Requirements



- ☐ A pre-application meeting is required. Date meeting was held _____
- ☐ Land Use Application form, signed by property owner
- ☐ 4 full-size copies of the BSP drawing, including:
 - ☐ BSP must encompass all of one, and only one, platted lot
 - ☐ Title must specify type of BSP (commercial, industrial, manufactured home park, or RV park)
- ☐ 1 reduced-size copy of the BSP drawing (11x17 or smaller)
- ☐ Fee (currently \$1000)
- ☐ Environmental Checklist and fee, unless BSP was adequately addressed in SEPA review of underlying plat
- ☐ Traffic memo if more than 100 trips per day or more than 10 peak hour trips
- ☐ Plat certificate dated within past 30 days, same owner as signed the application

Other items to note:

1. A binding site plan can only be done on a platted lot.
2. Any wetlands, shorelines, and/or habitat issues may require additional permits.
3. Access, street layout, pedestrian paths, etc. will be reviewed as part of the BSP review.