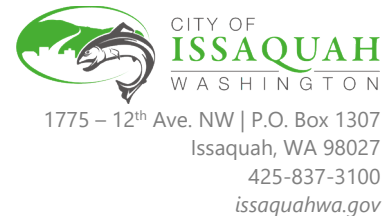


Single Family Interior Remodel Application Requirements



Binding Site Plans are normally submitted with an associated development permit such as a Master Site Plan or Site Development Permit. In some cases, a binding site plan is submitted for the creation of parcels in a site with an existing multi-building commercial development and no further land use permits are required. In all cases the binding site plan shall be reviewed through the appropriate land use process and shall comply with all standards and criteria set forth in IMC Chapter 18.04, Procedures and IMC Chapter 18.13.450, Binding Site Plans and with RCW 58.17.035 (copied below).

When Binding Site Plans are reviewed and approved with Master Site Plans they shall be reviewed through the Level 5 review process. In this case the Development Commission will hold a public hearing and make a recommendation on the Master Site Plan and Binding Site Plan to the City Council. The City Council is the final decision maker for Master Site Plans and Binding Site Plans.

For pre-developed sites, Binding Site Plans may be reviewed through the Level 2 process which is an administrative review with notice to adjacent property owners.

The applicant is advised to discuss the proposed submittal of a Binding Site Plan with representatives of the Planning Department to determine if additional permits will be required and the level of review procedures that are applicable.

How to Apply

1. Gather all documents as required by this submittal requirement packet
2. Save all documents in PDF format per the [Electronic Plan Requirements](#)
3. [Visit MyBuildingPermit.com to apply](#)

Submittal Requirements

- Affidavit of Ownership/Agent Authority form
- Binding Site Plan application processing fee in accordance with the City's Fee Schedule
- Completed SEPA Checklist with the appropriate fee in accordance with the City's Fee Schedule. Additional plans and studies may be required by the City
- Written narrative describing the project
- Small-scale vicinity map (may be fulfilled with preliminary plat drawing vicinity map)
- Electronic version of the Binding Site Plan drawings in a ".pdf" format

Binding Site Plan Drawing Requirements

- A. The project name, the name and address of the developer and land surveyor with engineering seal signed and dated.
- B. The date of preparation, the true north point, a graphic scale and legal description of the property proposed for Binding Site Plan. Binding Site Plans shall be drawn to an appropriate engineering (decimal) scale.
- C. Lot layout of the proposed development, the number of lots, and dimensions and areas of each lot including acreage/square footage of land to be subdivided by the Binding Site Plan.
- D. Legal description.
- E. Covenants, restrictions and easement provisions if necessary.
- F. All critical areas and their buffers, i.e. wetlands, creeks, steep slopes, etc. that will be protected.
- G. Any usable open space.
- H. Names, location, widths and other dimensions of proposed streets (public or private), alleys, easements, parks and other open spaces, reservations and utilities, together with the purpose and any conditions or limitations of such reservations clearly indicated.
- I. All limitations and conditions for the use of land as established by the city.
- J. A provision requiring that any development of the subject property be in conformance with the binding site plan.
- K. The binding site plan contains thereon the following statement: "All development of the land described herein shall be in accordance with the binding site plan, as it may be amended. Upon completion, the improvements on the land shall be included in one (1) or more condominiums or owned by an association or other legal entity in which the owners of units therein or their owners' association have a membership or other legal or beneficial interest."

Recording the Binding Site Plan

All approved binding site plans shall be filed with the King County Department of Records and Elections and shall not be deemed formally approved until so filed. The filing of the binding site plan shall be the responsibility of the applicant. Every binding site plan filed for record must be accompanied by a title report confirming that the title of the lands as described and shown on the binding site plan is in the name of the applicant. Lots, parcels, or tracts created with the binding site plan procedure shall be legal lots of record. The applicant shall within 10 days of recording the binding site plan return one copy of the recorded document along with an electronic copy, in a format acceptable to the Public Works - Engineering Department, to the Permit Center.

Alterations

Proposals for alterations and vacations of binding site plans shall be reviewed by the Planning Director/Manager using the criteria in IMC 18.13.160 Modification of an Approved Preliminary Plat. Consult with the Planning Department for necessary application forms and instructions.

Questions

Please call the Planning Department at 425-837-3080 if you have any questions regarding the application form or submittal requirements.

**RCW 58.17.035
BINDING SITE PLANS**

A city, town, or county may adopt by ordinance procedures for the divisions of land by use of a binding site plan as an alternative to the procedures required by this chapter. The ordinance shall be limited and apply only to one or more of the following: (1) The use of a binding site plan to divisions for sale or lease of commercially or industrially zoned property as provided in RCW [58.17.040\(4\)](#); (2) divisions of property for lease as provided for in RCW [58.17.040\(5\)](#); and (3) divisions of property as provided for in RCW [58.17.040\(7\)](#). Such ordinance may apply the same or different requirements and procedures to each of the three types of divisions and shall provide for the alteration or vacation of the binding site plan, and may provide for the administrative approval of the binding site plan.

The ordinance shall provide that after approval of the general binding site plan for industrial or commercial divisions subject to a binding site plan, the approval for improvements and finalization of specific individual commercial or industrial lots shall be done by administrative approval.

The binding site plan, after approval, and/or when specific lots are administratively approved, shall be filed with the county auditor with a record of survey. Lots, parcels, or tracts created through the binding site plan procedure shall be legal lots of record. The number of lots, tracts, parcels, sites, or divisions shall not exceed the number of lots allowed by the local zoning ordinances.

All provisions, conditions, and requirements of the binding site plan shall be legally enforceable on the purchaser or any other person acquiring a lease or other ownership interest of any lot, parcel, or tract created pursuant to the binding site plan.

Any sale, transfer, or lease of any lot, tract, or parcel created pursuant to the binding site plan that does not conform to the requirements of the binding site plan or without binding site plan approval, shall be considered a violation of chapter [58.17](#) RCW and shall be restrained by injunctive action and be illegal as provided in chapter [58.17](#) RCW.