



FINAL BINDING SITE PLAN

PURPOSE: RCW 58.17.035 allows the City to adopt procedures for the division of land by use of a binding site plan (BSP) as an alternative to the procedures required for plats and short plats. BSPs can only be used for the division for sale or lease of commercial or industrially zoned property.

The purpose of a binding site plan or a BSP is to regulate the subdivision of land classified to industrial and commercial use through a binding site plan and to promote the public health, safety and general welfare; to lessen congestion in the streets and highways; to provide for adequate light and air; to enhance the aesthetic qualities of life; to facilitate adequate provision for water, sewage and other public requirements; to provide for proper ingress and egress; and to require uniform monumenting of land subdivisions and conveyancing by accurate legal description.

EARLY CONSULTATION: Prior to submitting a final BSP application, the Applicant shall apply for a 'final plat pre-application meeting' through the Community & Economic Development Department (CEDD) to discuss the project status and next steps in finishing the BSP.

The CEDD will provide assistance and detailed information on the City's requirements and standards. In addition to the final plat pre-application meeting, staff is always available to answer questions and meet with an applicant to go over a proposed project.

Final plat pre-application meetings can be scheduled with a CEDD permit technician by calling (360) 336-6214.

COMPLETE APPLICATION REQUIRED: The City will not accept a final BSP application that does not have all of the required items listed below. To accept your application, each of the numbered items must be submitted at the *same time*. However, if you have received a prior written waiver of a submittal item(s), please provide the signed waiver form in lieu of any submittal item not provided.

APPLICATION REVIEW: Applicants are required to bring one copy of the application package for informal review by a CEDD staff prior to formal application and fee payment to ensure the application is complete. This should be done prior to making the requested number of copies. Please call the CEDD to arrange a convenient time.

APPLICATION MATERIALS FOR FINAL BINDING SITE PLAN:

Check when Received:	Submittal Item:	Number of Copies:	Item Waived:
<input type="checkbox"/>	<p>Bonds or Securities (maintenance, monitoring or performance) A financial guarantee from an applicant for the performance, maintenance or monitoring of a component of a project. The CEDD or Public Works Director shall provide specific requirements for the information needed to determine bond amounts on a case-by-case basis. The CEDD and/or Public Works Director shall also set the bonding times and amounts.</p>	1	
<input type="checkbox"/>	<p>Fees Application fees must be paid when an application is submitted to the CEDD. The total fee amount will be determined at the pre-submittal meeting with a staff planner.</p>		
<input type="checkbox"/>	<p>Survey Calculations A compilation prepared by a State of Washington licensed land surveyor clearly indicating the dimensions of the boundaries and the closures for each lot, parcel, tract, and block in the plat, short plat, lot line, BSP, or boundary line adjustment; an approved printed computer plot closure or demonstrated mathematical plot closure on all lots, streets, alleys and boundaries.</p>	3	
<input type="checkbox"/>	<p>Final CC&Rs A final document that will be recorded (and have its Auditor's file number cross-referenced on the face of the subdivision for which it is applicable) that is a written agreement requiring performance or limiting or restricting certain acts or stipulating certain uses or non-uses of property to be binding upon current and future property owners, and including the legal description of that area of property to be encumbered. If maintenance or monitoring of areas will be taken over by a business owners association, the CC&Rs shall delegate responsibility to the association and will stipulate the amount of money to be collected by each property owner and how this money will be spent, and which amenities/facilities shall be maintained or monitored.</p>	2	
<input type="checkbox"/>	<p>Conformation of Condition Compliance A written determination by the CEDD or Public Works Directors, or their designees, that confirms that the conditions placed on a project have been satisfied. The applicant for a project that requires a confirmation of condition compliance shall be required to provide evidence as deemed necessary for staff to make a determination that conditions of approval have been met.</p>	1	
<input type="checkbox"/>	<p>Cost Estimates for Dedicated Public Improvements Cost estimate that provides detailed information on the quantities of materials used, and the actual cost of these materials in a format provided by the CEDD. The CEDD may require that actual invoices for the work completed be submitted.</p>	1	
<input type="checkbox"/>	<p>Final Deeds for Proposed Dedication of Land for Public Purposes A legal document conveying or proposing to convey ownership of real property and including a legal description of the area to be dedicated.</p>	2	
<input type="checkbox"/>	<p>Existing covenants (recorded copy) The recorded limitation on property, or assignment of responsibility, which may be set forth in the property deed and/or identified in a title report.</p>	2	
<input type="checkbox"/>	<p>Existing Easements (recorded copy) A recorded document by the property owner granting one or more privileges to use the owner's land to and/or for the use by the public, a corporation or another person or entity. Easements may be referenced by property deed and are identified in the property title report.</p>	2	
<input type="checkbox"/>	<p>Final BSP Map A map prepared by a State of Washington registered land surveyor, fully dimensioned, drawn at a scale approved by the Director. The size of the map shall be 18-inches by 24-inches with a minimum two-inch border on the left edge and one-half-inch border on all other sides. Before recording the original shall be in black ink on stabilized drafting film. The desired scale shall be one inch equals 50 feet unless otherwise approved by the Director. The map shall contain all of the items stipulated within WAC 332-130-050 as it is currently written or as it may be amended in the future; along with the following information:</p>	9	

	<ul style="list-style-type: none"> a. A title block shall be located in the lower right corner of the map; b. The name of the proposed BSP, City land use number, and the location of the BSP shall be shown in the title block; c. All plans shall show the name, address and telephone number of the surveyor/engineer and the name and address of the applicant; d. An accurate and complete legal description of the area to be incorporated within the BSP, written or verified by a licensed land surveyor; e. The names, addresses, and tax identification numbers of the owners of record of property contiguous to the proposed BSP; however, the final recorded BSP shall only contain the tax identification numbers of the owners or record of property contiguous to the proposed BSP; f. The number, area (in square feet and acres) and the dimensions of all proposed lots including the bearing of all lines; g. Date, scale and north arrow; h. Existing zoning boundary lines, if any, indicating proposed uses of the property; i. Certificates, approvals and dedications, the exact wording of which shall be approved by the CEDD and may be obtained at said office, for the following: <ul style="list-style-type: none"> i. County Auditor certificate, ii. Owner(s) dedication, including signature space for all legal owners, mortgage or lien holders, iii. Acknowledgements for all owner(s) signatures, iv. CEDD and Public Works Directors approvals, v. Mayor approval with attest from Finance Director, vi. City Finance Director certificate, vii. County Treasurer certificate, viii. Surveyor certificate, ix. Easement dedication, and x. Certification showing that streets, rights-of-way and all sites for public use have been dedicated. j. The location, width, and names of all existing or platted streets or other public ways within or adjacent to the proposed development together with all easements both public and private; k. Contours and elevations at two foot (2') vertical intervals minimum to the extent necessary to accurately predict drainage characteristics of the property and extending at least one hundred feet (100') beyond the boundaries of the proposed BSP. The off site surveying requirement can be satisfied with topographic mapping from the City or other mapping resources that are approved by the Director. In addition, where slopes are in excess of 20% five foot contours or greater can be approved by the Director; l. A statement and acknowledgment for dedication for all parcels of land intended to be dedicated or temporarily reserved for public use or reserved in deeds for the common use of property owners of the BSP and clearly indicating the purpose, condition, or limitation of such reservation; m. The source of water supply and all other utilities; n. The location of the nearest sewer mains shall be shown or the method of sanitary control indicated; o. The location of all wells and septic systems located on or near the project site; p. Location of regulated critical areas and their buffers, such as, wetlands, steep slopes, watercourse or floodplains on or adjacent to the site; q. The BSP shall contain inscriptions or attachments setting forth such appropriate limitations and conditions for the use of the land as are established by the City Engineer or City Council; r. The BSP shall contain a provision requiring that any development of the subject property be in conformance with the BSP; s. All existing buildings on the property must be accurately illustrated on the drawing; t. Utility easements stipulated by the CEDD adjacent to the right-of-way line fronting on all streets; u. A statement for dedication of land for the public use and acknowledgment; v. Interior permanent control monuments located per State surveying standards; and, 		
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	w. The surveyor's seal shall appear on every page.		
<input type="checkbox"/>	Legal Description A description of a piece of land which allows an independent surveyor to locate and identify it. Usually it uses one of the following methods: government survey, metes and bounds or recorded plat (lot and block number).	3	
<input type="checkbox"/>	Legal Description, electronic Copy in MS Word Format	1	
<input type="checkbox"/>	Monument Card (one per monument) A form provided by the CEDD and filled out by a surveyor, providing information regarding a single monument, including the section, township and range, method of location, type of mark found or set, manner of re-establishment of the single monument (if applicable), description, and a drawing showing the location of a single monument and indicating a reference point to that monument.	1	
<input type="checkbox"/>	Pond Performance Report and Maintenance Schedule Stormwater pond reports and a maintenance schedules shall be prepared by a civil engineer licensed in the State of Washington. The pond performance report provides written documentation that the pond was constructed correctly and will function as designed. The maintenance schedule outlines the maintenance work to be completed and when this work needs to be done.	1	
<input type="checkbox"/>	Record Drawings or As-Builts Measurements made after a project is complete to provide the actual positions and features of the project. As-builts shall be provided on stabilized drafting film the size and scale of which will be determined by the CEDD. The entire set of plans shall be provided regardless of whether or not there are changes to be noted. AutoCad and either PDF or TIF files shall also be supplied of the entire plan set.	1	
<input type="checkbox"/>	Title Report or Plat Certificate A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, dedication, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. An updated certificate or report dated within 30 days before final plat approval is also necessary. Copies of all the encumbrances listed within the certificate or report shall be provided.	2	
<input type="checkbox"/>	Plan Reductions Eight and one-half inch by eleven inch (8-1/2" x 11") or eleven inches by seventeen inches (11" x 17") reductions of all required full size plan sheets including, but not limited to elevations, landscape plans, conceptual utility plans, site plan, and neighborhood detail/vicinity map that will yield legible photocopies.	1	

GENERAL PROCESS: Once all of the materials outlined above have been submitted to the CEDD staff will determine whether or not an application is complete. A letter will be sent to the applicant if the submittal is incomplete; and staff will let the applicant know what additional items need to be submitted, or what corrections are needed to make the application complete.

Once all of the items outlined above have been accepted as complete staff will route copies of these materials to different City departments to review and provide comments on. Staff will request that comments be made by other City departments within 14 days.

Once comments have been received; and once all of the submitted materials have been deemed to meet City code staff will ask that final, signed mylar maps and associated documents be submitted so they can be routed for signatures. Once all signatures have been obtained staff will contact the applicant so that they can go to the Skagit County Auditor's department and have the mylar maps and associated documents (if any) recorded. A mylar copy and a copy of all other recorded documents must be brought back to the City after recording.