



APPLICATION CHECKLIST: BINDING SITE PLAN

Chapter 16.10 of the Anacortes Municipal Code

Please submit this signed checklist with your Binding Site Plan Application. Thank you.

Application Requirements for Initial Staff Review

- 1 original plus 10 copies** of the completed City of Anacortes Master Permit Application.
- Required Fee. *See land use fee schedule handout.*
- 11 copies** of a Project Narrative (describe: sanitary sewer, storm sewer, access, clearing, critical areas). Include any additional materials to ascertain compliance with applicable code provisions.
- 15 copies** of a preliminary map having a minimum dimension of 18"x24" and drawn at a horizontal scale of 50' to 1" or such other scale as the Department determines will clearly portray all of the required information, (*plus one 11 inch x 17 inch copy of the drawing*) showing the following:
***The preliminary BSP map shall be prepared by and bear the seal and signature of a registered professional land surveyor licensed in the State of Washington.**

The following information should be shown on one sheet:

- The name of the proposed binding site plan (the City will assign a number);
- True north point, date and scale;
- Legal description of the entire parcel;
- Boundary lines, right-of-way for streets, easements and property lines of lots and other sites with accurate bearings, dimensions or angles and arcs, and of all curve data;
- Right-of-way widths of all streets within the parcel and immediately adjacent to the parcel. Street names shall be consistent with the names of existing adjacent streets;
- Any critical areas and required buffers, on-site and within 300-feet of site boundary;
- Number of each lot and block;
- Covenants, joint use, access easements, or other agreements if filed separately or must be referenced on the binding site plan;

- Zoning setback lines and building envelope sites where applicable;
- Dumpster/recycle pad location;
- Location, dimensions and purpose of any easements, noting if the easements are private or public;
- Location and description of monuments and all lot corners set and found;
- Datum elevations and primary control points approved by the engineering department. Descriptions and ties to all control points shall be shown with dimensions, angles, and bearings;
- A dedicatory statement acknowledging public and private dedications and grants;
- Parking areas, sidewalks, and vehicular and pedestrian circulation, and landscaping area where applicable;
- Proposed use and location of building with dimensions where applicable;
- Loading areas where applicable;
- Utilities;
- Other restrictions and requirements as deemed necessary by the city subdivision administrator including street circulation policies, street standards, stormwater ordinance, geologic hazards and other city standards.

Supporting documents (as required by the Director):

- 8 copies** of a Project Narrative (describe: sanitary sewer, water, storm sewer, access, clearing & grading, critical areas). Include any additional materials to ascertain compliance with applicable code provisions
- 8 copies plus signed original** of a SEPA Environmental Checklist
- 8 copies** of a Critical Area Study (If required)
- 8 copies** of a GeoTechnical Report (If required)
- 8 copies** of a Hydrogeologic Report (If required)
- 8 copies** of a Traffic Report (If required)
- 8 copies** of a Preliminary Drainage Report
- 8 copies** of a Preliminary Grading Plan (showing existing & proposed contours)
- 8 copies** of a JARPA (If required)
- 8 copies** of a 'Tree Preservation' and landscape plan

At least **one (1) copy** of the following accompanying documents:

- 2 sets of address labels** - A list of property owners of the land included in the site plan and of all parcels of land within 300' of the land.
- A current plat certificate of title, prepared by a title company no more than 30 days prior to the date of preliminary plat application, showing the names and addresses of all persons, firms or corporations whose consent is necessary to dedicate land for public usage, as well as any easements or other encumbrances to the land proposed for subdivision. Copies of all referenced documents shall be attached.

- A copy of the deed of record for the land included in the binding site plan.
 - Signed statements by all parties having an interest in the land who have authorized the applicant to sign the plat in their behalf.
 - A copy of the private restrictions and covenants to be included in the deeds to the lots, if any, referenced on the binding site plan and recorded with the binding site plan.
 - Such other information as deemed necessary by the Administrator.
- All of the above information in PDF format with an e-mail cover-transmittal to libbyb@cityofanacortes.org.

SIGNATURE

I DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I HAVE PROVIDED IN/ON THIS FORM/APPLICATION IS TRUE, CORRECT AND COMPLETE.

DATED: _____ **SIGNATURE:** _____