



## CITY OF STANWOOD BINDING SITE PLAN CHECKLIST

**PROJECT NAME:**

1.	Completed Master Permit Application and fee of \$850 and inspection fee of \$125 per lot (includes 1 <sup>st</sup> review, additional reviews at actual costs)
2.	Declaration of Ownership
3.	Legal description of existing property and title report.
4.	SEPA Checklist, application and fee if there are sensitive areas on property, or submit a Negative Declaration or Assessment if required by City (\$275 under 5 acres or \$450 - 5 acres or more)
5.	Vicinity map clearly identifying the location of the property and extending at least 800 feet in each direction from the property. The map shall be drawn at a scale not less than 3 inches to the mile.
6.	2 sets of mailing address labels for all property owners within 300' of the properties boundaries.
7.	Names and addresses of all adjacent property owners as shown on the records of the Assessor.
8.	<p>Five (5) copies of Preliminary Binding Site Plan (BSP)</p> <p>A preliminary map of the proposed short plat shall be submitted for preliminary BSP approval. The preliminary map need not be based upon a survey and may be either of the following dimensions: 8 ½" x 14" or 18" x 24". The preliminary maps shall contain the following information:</p> <ul style="list-style-type: none"> <li>a. A description of the boundaries of the tract, including the objects that fix the corners, the length and direction of the lines, and the area of the tract. Also included shall be a description of the lots, tracts or parcels together with the legal description of the private roads and easement therein, all prepared or approved and sealed by a registered land surveyor.</li> <li>b. To scale drawing showing lot layout, dimensions, circulation, building location, parking, landscaping, date, scale and north arrow.</li> </ul>
9.	<p>Five (5) copies of Final BSP shall be submitted after preliminary approval and must be completed by surveyor on 18" x 24" sheets. A final BSP map shall be prepared in accordance with the standards contained herein. The final maps shall contain the following information:</p> <ul style="list-style-type: none"> <li>a. Title Block, including name of BSP, City of Stanwood file number (LBSP__ - __ __), name of surveyor, sheet identification and date prepared;</li> <li>b. A description of the boundaries of the tract, including the objects that fix the corners, the length and direction of the lines, and the area of the tract. Also included shall be a description of the lots, tracts or parcels together with the legal description of the private roads and easements therein, all prepared or approved and sealed by a registered land surveyor.</li> <li>c. The date, scale and north arrow;</li> </ul>

		<p>d. The boundary lines to scale of the tract to be subdivided and each lot contained therein;</p> <p>e. The number assigned to each lot and each block;</p> <p>f. The location and widths of any easements and rights-of-way for public services or utilities within the area contained within the binding site plan;</p> <p>g. Names of all streets within the parcel and immediately adjacent to the parcel;</p> <p>h. Zoning set back lines</p> <p>i. The location of permanent features outside the land to be subdivided which will have an impact upon the binding site plan, such as all existing or platted streets and roads adjacent to the BSP, driveways, watercourses, railroad rights-of-way, all utility rights-of-way, township lines and section lines;</p> <p>j. Location and description of monuments and all lot corners set and found,</p> <p>k. Datum elevations and control points</p> <p>l. Descriptions and ties to control points</p> <p>m. Parking areas, circulation, landscaping areas, loading areas</p> <p>n. Proposed use and locations of buildings</p> <p>o. Location of any 100-year flood plains, shorelines, streams, wetlands and associated buffers. All sensitive areas and buffers shall either be designated as a separate, non-buildable tract or shall be protected with a Native Growth Protection Easement;</p> <p>p. Approval block for Planning Director and Public Works Director;</p> <p>q. Surveyor's seal (on all pages) and Certificate;</p> <p>r. Private road notice (if necessary);</p> <p>s. Dedication and language, per SMC 17.95.210, .215, .220, .225;</p> <p>t. Acknowledgment;</p> <p>u. Declaration and descriptions of covenants, restrictions and easements;</p> <p>v. Treasurer's Certificate;</p> <p>w. Auditor's Certificate;</p> <p>x. Name(s) of owner(s) and notarized signature(s).</p>
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Additional information may be required by the City. The applicant will be notified in writing if additional information is necessary.

**For City Use Only:**

- ☐ The application is complete.
- ☐ The application is incomplete. Applicant must submit the items indicated as required above.

\_\_\_\_\_  
Community Development Director or Representative

\_\_\_\_\_  
Date

These submittal requirements are for City of Stanwood only. Additional permits or information may be required by other federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required.