



CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT
BINDING SITE PLAN (BSP) APPLICATION

Submit the following items below with this checklist for a BSP in accordance with Title 18 of the Everett Municipal Code. If this checklist or any of the items below are not included with your application submittal, your application may be deemed incomplete and returned to you.

Preliminary Review BSP Submittal Checklist

<input type="checkbox"/> 1) Fee	See current Fee Schedule posted online. Fees are non-refundable and payable by cash, check or credit card upon application.
<input type="checkbox"/> 2) Land Use Application	The <i>Land Use Application</i> must be filled out completely and signed by the owner, applicant, or primary contact. Submit one copy.
<input type="checkbox"/> 3) Environmental Checklist	If required, submit a SEPA application and pay SEPA fees.
<input type="checkbox"/> 4) Binding Site Plan Certificate	Submit a title company certification (binding site plan certificate) current to within 30 days of application date for all properties being adjusted. This report must confirm that the title of the lots being adjusted is under ownership of the parties signing the Declaration of Ownership. Submit one copy.
<input type="checkbox"/> 5) Legal Description	Provide an existing and proposed legal description of all the lots being adjusted or created. Submit one copy.
<input type="checkbox"/> 6) Declaration of Ownership	A notarized signature of all owners who have interest in the properties, as indicated in the BSP Certificate. Use the attached forms. Sign within the one-inch margins. Submit one.
<input type="checkbox"/> 7) Declaration of Legal Documentation	A notarized signature of all owners who have interest in the properties, as indicated in the BSP Certificate. Use the attached forms. Sign within the one-inch margins. Submit one.
<input type="checkbox"/> 8) Binding Site Plan	Provide 14 copies. Must be drawn according to the information required on the attached Binding Site Plan Map Checklist and folded. See attached. NOTE: <i>Speak to a Project Planner to see if an electronic file is acceptable for your application rather than submitting paper copies.</i>

9) Site
Development Plan

Provide 20 copies (unless 20 copies were submitted with SEPA). Provide a detailed site plan showing the proposed improvements on the site and phasing, if applicable. Also provide a reduced 11" x 17" copy. Fold all copies and make them into sets with the Binding Site Plan copies. **NOTE:** *Speak to a Project Planner to see if an electronic file is acceptable for your application rather than submitting paper copies.*

**Submit Application
with this Checklist**

In Person: City of Everett Public Works Building, Permit Counter
3200 Cedar St 2nd Floor, Everett, WA 98201

By Mail: City of Everett Planning and Community Development
2930 Wetmore Ave Ste. 8-A, Everett, WA 98201

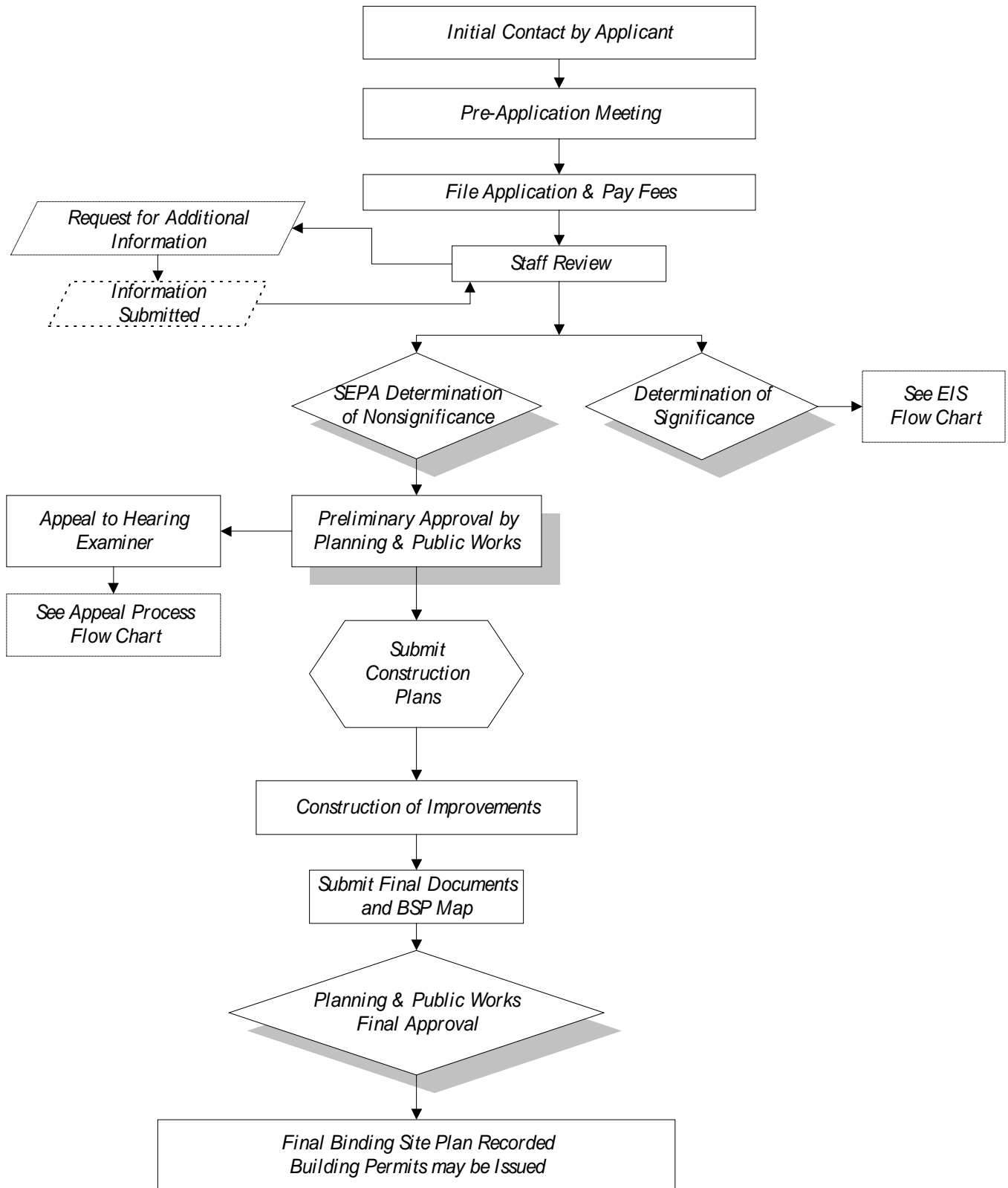
Final BSP Submittal Checklist

Submit the following items below to the Planning Department. **NOTE: Site improvements as a condition of preliminary approval may be required to be completed prior to application for final approval.**

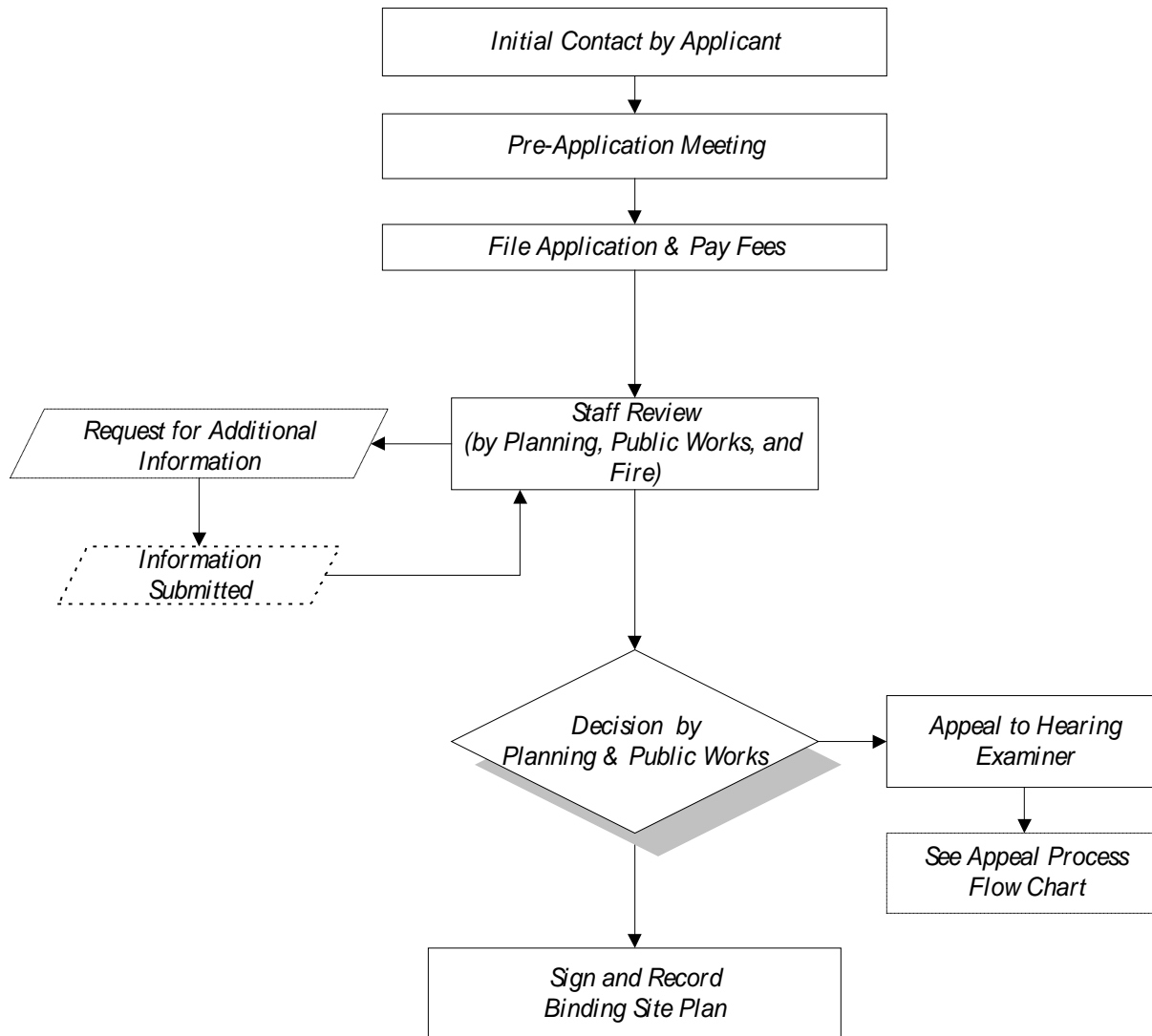
<input type="checkbox"/> 1) Fee	<p>The Final BSP fee shall be paid at the time the signed map is returned.</p> <p>Fee Paid: _____ Receipt #: _____</p>
<input type="checkbox"/> 2) Final Binding Site Plan Map	<p>1) Provide two copies of the final Binding Site Plan maps for review. The maps must meet the requirements of the Binding Site Plan Map Checklist and the recording requirements of the Snohomish County Auditor's Office which can be found at: http://www.snohomishcountywa.gov/</p> <p>2) Once the BSP final map has been reviewed and comments provided, you will then submit one signed original for City staff to sign and return to you for recording.</p>
<input type="checkbox"/> 3) Binding Site Plan Certificate	<p>Must be current to within 30 days of the recording date. If not, submit new certificates. This report must confirm that the title of the lands being subdivided is under the ownership of the parties signing the map.</p>
<input type="checkbox"/> 4) Conditions, Covenants and Restrictions	<p>Submit copies of restrictions and covenants, if any, which will be necessary to address common parking, access, and utility facilities, as well as maintenance of such facilities. Such restrictions and covenants must be recorded prior to or simultaneously with the binding site plan.</p>
<input type="checkbox"/> 5) Other Documents	<p>Statutory warranty deeds, local improvement district covenants and easement documents.</p>
<input type="checkbox"/> 6) Declaration of Ownership	<p>If no longer current, a notarized signature of all owners who have interest in the property, as indicated in the BSP Certificate. Sign within the one-inch margins.</p>
<input type="checkbox"/> 7) Declaration of Legal Documentation	<p>If no longer current, a notarized signature of all owners who have interest in the property, as indicated in the BSP Certificate. Use the attached forms. Sign within the one-inch margins.</p>

Binding Site Plan Flow Chart

(for Binding Site Plans Without a Previously Approved Site Plan)



**Binding Site Plan
Flow Chart**
(for Binding Site Plans With a Previously Approved Site Plan)



BINDING SITE PLAN REVIEW PROCESS

A. Application Submittal: If the Planning Department determines that the Binding Site Plan application is complete and meets all applicable requirements, it shall circulate the application to relevant City Departments and other agencies for a 10-day comment period. These Departments and agencies shall review the application and determine whether it meets all applicable city ordinances and requirements. All Binding Site Plans shall be reviewed for consistency with the criteria in EMC Chapter 18.28.020.

B. SEPA Environmental Review: A SEPA review is required for all binding site plans, except for Binding Site Plans with a previously approved site plan (see next section). The Applicant shall submit a completed environmental checklist and pay the applicable fees at the time of application. If the City determines that the proposal will not have a significant environmental impact, it shall issue a Determination of Non-Significance (DNS), which requires a 14-day public notice. After the public comment period, there will be an appeal period lasting 14 calendar days.

Review Process for Binding Site Plans with a Previously Approved Site Plan: All binding site plans with a previously approved site plan shall be reviewed using the same process as under (A), above, except that the application shall be reviewed for consistency with the criteria in EMC Chapter 18.28.030. Departments involved in the review will be limited to Public Works, Fire, and Planning. A SEPA review is not required, unless the proposal will result in changes to the physical environment that are different than would occur as a result of actions from the previous approval. The project planner may revise the review procedures and application submittal requirements, depending upon the nature of the proposal and the extent to which the City has already reviewed the development. (Example: when the Applicant proposes creation of one additional lot for a BSP that has already been recorded, an application form and fees need not be submitted, except for a fee applicable to the increase in the number of lots).

C. Preliminary Decision: Upon completion of the preliminary Binding Site Plan review, the City will prepare a written preliminary decision for approval or disapproval of the proposed Binding Site Plan. The preliminary decision will contain findings, conclusions, and conditions that will have to be fulfilled prior to granting of Final Approval. In some cases where a project has already been built, the Applicant may be allowed to proceed directly to Final Approval.

D. Final Binding Site Plan Review: Upon completion of all improvements and compliance with the conditions of Preliminary Approval, the Applicant shall submit all documents necessary for Final Approval to the Public Works Department (see Application Submittal Checklist). If all conditions and requirements of Preliminary Approval have been met, the Planning Director, and City Engineer shall sign the final map. The map shall then be recorded with the County Auditor. The Applicant shall pay recording and filing fees. Note: Final residential condominium Binding Site plans need not show all of the lots at the time of recording of the Binding Site Plan map if the city has approved a phasing plan for public/private improvements.

DECLARATION OF OWNERSHIP INSTRUCTIONS

The Declaration of Ownership must be signed by all parties with interest in the real property. The parties with interest in the property will be listed in the Short Plat Certificate, Plat Certificate, Binding Site Plan Certificate, or Boundary Line Adjustment Certificate. For example, if a property owner wants to subdivide his/her property, he/she is married and there is a mortgage on the subject property, the declaration must be signed by the husband, the wife, and a representative of the mortgage company.

Separate forms are provided for individuals and corporations. The signatures must be provided on the appropriate form.

The owner(s) must insert or attach (and write in "Attached") the legal description for the property, insert the date, and sign the form. All names must be signed in the presence of a Notary Public. The Notary Public will request picture identification to notarize the signatures.

BINDING SITE PLAN MAP REQUIREMENTS

The following matrix shows the items that must be provided on maps. The matrix shows which of the following maps the information must be on: BSP maps submitted for preliminary approval, supplemental maps (site plan map) submitted for preliminary approval, and final BSP maps.

Preliminary and final maps must be on 18" x 24" sheets, with 2" margin on the left edge and 1/2" margin on other sides. On larger sites, the City may require that maps submitted for preliminary approval be on larger sheets.

In order to be recorded by Snohomish County, the final maps must also be in conformance with Snohomish County's recording requirements.

	Preliminary Map	Supplemental Maps (Site Plan)	Final Maps
Name of the Binding Site Plan: Block with language stating: City of Everett Binding Site Plan for (Owner's Name).	x	x	x
Legal description of entire parcel.	x (may be on the plat map or on paper)		x
North arrow, scale, date drawn.	x	x	x
Boundary lines of lots ¹ , right-of-way for streets, and easements with accurate bearings, dimensions or angles and arcs, with central angles of all curves	x	x	x
Location, names, and right-of-way widths of all streets within the short subdivision and immediately adjacent to the short subdivision.	x	x	x
Lot numbers, block numbers.	x	x	x
Lot(s) existing prior to the binding site plan must be designated by phantom letters and proposed lots must be designated by solid letters.	x		
Reference to private covenants and special short plat restrictions, existing and proposed (both those to be filed separately and on the face of the binding site plan).	x		x

¹All references to lots include tracts, parcels, and sites.

Location, dimensions and purpose of any easements, noting if the easements are private or public.	X		X
Location and description of monuments and lot corners set and found. A boundary survey is required for the preliminary submittal. (All lot corners must be found and staked for final approval.)	X		X
Datum elevations, per City of Everett datum.	X	X	X
Descriptions and ties to all control points must be shown with dimensions, angles, and bearings.	X	X	X
Addresses of all existing structures.	X		X
Setbacks and encroachments of existing structures.	X	X	
Area of all lots.	X	X	X
Building setback lines only if requested by the Planning Department to show lot orientation for corner lots or building setbacks different than zoning code.		X	X
If your proposal includes a multiple family development as part of the binding site plan, see the site plan checklist for additional information required on a supplemental site plan. If your site plan has already been approved, submit that plan showing the lot lines and/or phasing plan.		X	
The location of driveways, existing and proposed. (Staff may require that driveways adjacent to the site and across the street be shown.)		X	
Existing and proposed utilities, including sewer, water, water quality facilities, and detention/retention/infiltration facilities.		X	
Conceptual design of water quality and detention facilities.	X	X	X
Conceptual design of proposed recreation facilities when applicable.		X	
Fire hydrant location and distance to all portions of the building site(s).		X	
Standard road section, if required by Public Works.		X	
Existing and proposed elevation contours at intervals no greater than 5', with benchmark per City of Everett datum. Topographical survey is required by a surveyor licensed in the State of Washington. (Note: the city may require that grading contours of 2' be provided for specific proposals.)		X	

<p>Environmentally sensitive areas (ESAs) per Section 37 of the Zoning Code, including:</p> <ul style="list-style-type: none"> • Areas of flood hazard. • Streams on or within 100 feet of the project site and their buffers. (Also see the site plan requirements in the Administrative Guidelines for the Identification and Evaluation of Wetlands and Streams.) • Wetlands on or within 100 feet of the project site and their buffers. (Also see the site plan requirements in the Administrative Guidelines for the Identification and Evaluation of Wetlands and Streams.) • Geologically hazardous areas on or within 25 feet of the project site and their buffers, including: <ol style="list-style-type: none"> 1. slopes of 40% and greater, 2. erosion hazard areas when associated with another ESA, 3. landslide hazard areas, and 4 seismic hazard areas. • Fish and wildlife conservation areas. • Slopes of 25% or greater associated or in conjunction with one or more of the ESAs listed above. • Ground water discharge areas, such as springs and seeps, that are associated with or occur upon any of the ESAs listed above. • Where buffers are related to slopes, the top, toe, and side of the slope must be shown. • Location of the Snohomish River, Puget Sound (Port Gardner Bay), or Silver Lake if abutting the site. (If development is proposed within 200 feet of the shoreline or within the flood plain of the river see the Shoreline Permit application for details regarding site plan requirements.) <p>Proposed stream or wetland mitigation areas.</p>		x	
Environmentally Sensitive Area & Buffer Tracts	x	x	x
Easement Provisions:			x
Surveyor's Seal and Signature on all pages.	x	x	x
Surveyor's Certificate:	x	x	x
A certification by a Surveyor licensed in the State of Washington, that the survey is accurate and conforms to the provisions of city regulations and State law.			

<p>Treasurer's Certificate:</p> <p>I, Treasurer of the City of Everett, do hereby certify that all local improvement assessments on the within described tract of land have been fully paid and discharged as of _____, 20__.</p> <p>_____ Treasurer, City of Everett</p>			x
<p>Approvals: Short Subdivision No. _____</p> <p>The City of Everett hereby determines that this binding site plan conforms to RCW 58.17 and EMC Title 18 and is hereby approved. Note: The City of Everett does not in any way warrant nor guarantee the accuracy of this record of survey.</p> <p>Examined and approved this ___ day of ___ 20__.</p> <p>_____ City of Everett Engineer</p> <p>Examined and approved this ___ day of ___ 20__.</p> <p>_____ Director, City of Everett Department of Planning/Community Development</p>			x
<p>Recording Certificate :</p> <p>Filed for record at the request of _____ this ___ day of _____, 20__, at ___ minutes past ___ ___m and recorded in Volume ___ of Plats, page _____, records of Snohomish County, Washington.</p> <p>_____ Snohomish County Auditor</p> <p>_____ Deputy County Auditor</p>			x
<p>A statement that the division has been made with the free consent and in accordance with the desires of the owners.</p>			x
<p>Dedication Certificate: If the binding site plan is subject to a dedication, the certificate or a separate written instrument shall also contain the dedication and a waiver of all claims for damages against the city. Request disclaimer language.</p>			x

SITE PLAN CHECKLIST

The following checklist shows the items that must be provided for all Site Development Plans.

All site development plans must be on a minimum 18" x 24" sheet, at a scale of 1" = 20'.

Note: when a site development plan is required for less than three lots, it may be provided on an 11"x 17" sheet of paper.

Please provide the following information:

- a) The name or title of the proposed subdivision or short subdivision;
- b) The date, north arrow, and scale;
- c) Total site (or lot) area, boundary lines of tracts, lot lines, lot number, and block number;
- d) Location and name of existing and proposed streets and ROW;
- e) Building footprint or building site on each lot showing the placement of the building on the lot, proposed private open space, curb cut with access to private parking, landscaped areas, proposed setbacks, and the approximate location of contiguous dwellings;
- f) Preliminary landscaping plan with location and width of private and public common landscape areas;
- g) Environmentally sensitive areas, required buffers, and setbacks;
- h) Common and private open space and recreation areas, if applicable;
- i) Any other special setbacks proposed or required by the City;
- j) Common and private parking areas for total site and each lot; and
- k) Grade changes of more than 3 feet.