



Shaping  
our community  
together

CITY  
OF **LACEY**

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT  
420 College Street SE, Lacey, WA 98503 (360) 491-5642

OFFICIAL USE ONLY
Date: _____
Case #: _____
Received By: _____
Planner: _____
Related Cases: _____

## FINAL BINDING SITE PLAN SUPPLEMENTAL

(This form to be accompanied by the General Land Use Application)

**Name of Binding Site Plan:** \_\_\_\_\_

(A name reservation request must be submitted in advance and approved by the Thurston County Assessor's Office)

**Binding Site Plan Number: BSP** \_\_\_\_\_

**Applicant or Authorized Representative:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Land Surveyor:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**The following shall be submitted with the final binding site plan application:**

- 15 copies of the Final Binding Site Plan application;
- Documentation describing how the conditions of the Preliminary Binding Site Plan approval have been met;
- 15 copies of the Binding Site Plan maps and one 11"x 17" copy of the Binding Site Plan map;
- Certification of title by a recognized title insurance company, dated not to exceed thirty days prior to submitting the binding site plan for final approval, showing the names of all persons whose consent is necessary to dedicate roads, streets and other easements shown on the map;
- All application fees

**The following shall be shown or accompany the final binding site plan application at the time that it is submitted to the Community & Economic Development Department:**

- Names, addresses, phone numbers, and email of the owner, land-divider, engineer, and surveyor;
- A copy of any deed restrictions applicable to the binding site plan;
- A copy of any dedication requiring separate documents;
- A certificate by the city engineer that the land divider has complied with one of the following:
  1. All improvements have been installed in accordance with the requirements of the preliminary binding site plan approval and Title 15 of the Lacey Municipal Code;
  2. An agreement has been executed as provided for in Section 15.16.050 of the Lacey Municipal Code to assure completion of the required improvements.
- The date, scale, north arrow, legend, binding site plan number, controlling topography and existing features such as highways and railroads shall be shown on the binding site plan map;
- Legal description of the tract boundaries;
- Reference points and lines of existing surveys identified, related to the plat as follows:
  1. Stakes, monuments, or other evidence found on the ground and used to determine the boundaries of the binding site plan;
  2. Adjoining corner of adjoining subdivisions;
  3. City or County boundary lines when crossing adjacent to the binding site plan;
  4. Section and donation land claim lines within and adjacent to the binding site plan;
  5. Whenever the County or City has established the centerline of a street adjacent to or within the

proposed binding site plan, the location and monuments found or reset;

6. All other monuments found or established in making the survey of this binding site plan or required to be installed by the provisions of this title.

- Mathematical boundary closures of the binding site plan showing the error of closure, if any;
- The mathematical lot closures and street centerline closures, and square footage of each parcel;
- The exact location and width of streets and easements and width of streets and easements intersecting the boundary of the tract and additional information required by the Public Works Department;
- Tract, block, and lot boundary lines, and street right-of-way and centerlines with dimensions, bearings or deflection angles, radii, arcs, points of curvature and tangent bearings. Tract boundaries, lot boundaries and street bearings shall be shown to the nearest second with basis of bearings. The basis of the bearings shall be the Lacey Coordinate System. All distances shown shall be to the nearest one-hundredth foot;
- The width of the portion of streets being dedicated, the width of any existing right-of-way, and the width on each side of centerline. For streets on curvature, curve data shall be based on the street centerline. In addition to the centerline dimensions, the radius and central angle shall be indicated;
- Easements shall be denoted by fine dotted lines clearly identified and, if already of record, their recorded reference. The width of the easement, its length and bearings, and sufficient ties to locate the easement with respect to binding site plan must be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owner's certificate of dedication;
- Lot numbers beginning with number "1" and numbered consecutively without omission or duplication throughout the binding site plan. The numbers shall be solid, or of sufficient size and thickness to stand out, and so shall be placed as not to obliterate any figure. Lot numbers in addition to the binding site plan of the same name shall be a continuation of the numbering in the original land division.
- Land parcels to be dedicated for any purpose, public or private, shall be distinguished from lots intended for sale;
- The following certificates may be combined where appropriate:
  1. A certificate signed and acknowledged by all parties with any record title interest in the land divided, consenting to the preparation and recording of the binding site plan.
  2. A certificate signed and acknowledged as above, dedicating all parcels of land shown on the final map intended for any public use except those parcels which are intended for the exclusive use of the lot owners in the binding site plan, the licensees, visitors, tenants and servants.
  3. A certificate with the seal of and signed by the engineer or the surveyor responsible for the survey and final map.
  4. Other certifications now or here after required by law.
- Lots containing one acre or more shall show net acreage to the nearest hundredth;
- Each binding site plan of any property filed for record shall contain:
  1. A statement of approval from the City Engineer or by a licensed engineer acting on behalf of the City as to the survey date, the layout of streets, alleys, and other rights-of-way, design of bridges, sewage and water systems, and other structures. No engineer who is connected in any way with the binding site plan and dividing of the land for which binding site plan approval is sought shall examine and approve such binding site plan on behalf of the City.
  2. Be accompanied by a complete survey of the section or sections in which the binding site plan is located or as much thereof as may be necessary to properly orient the binding site plan within such section or sections. The binding site plan and section survey shall be submitted with complete field and computation notes showing the original or reestablished corners with descriptions of the same and the actual traverse showing error of closure and method of balancing. A sketch showing all distances, angles, and calculations required to determine corners and distances of the binding site plan shall accompany this data. The allowable error of closure shall not exceed one foot in five thousand feet.
  3. Be acknowledged by the person filing the binding site plan before the auditor, or any other officer who is authorized by law to take acknowledgement of deeds, and a certificate of the acknowledgement shall be enclosed or annexed to such binding site plan and recorded therewith.
  4. Contain a certificate from the Thurston County Treasurer that all taxes and delinquent assessments, for which the property may be liable, as of the date of certification, have been duly paid, satisfied or discharged.