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

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## PRELIMINARY BINDING SITE PLAN SUPPLEMENTAL

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

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

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

Number of lots proposed:

Industrial: \_\_\_\_\_

Commercial: \_\_\_\_\_

Residential: \_\_\_\_\_

Average Lot Size: \_\_\_\_\_

Smallest Lot Size: \_\_\_\_\_

Acreage in Open Space: \_\_\_\_\_

Area of Tree Tract: \_\_\_\_\_

Critical Area Tracts: \_\_\_\_\_

### To Apply for a Preliminary Binding Site Plan, the Following shall be Submitted:

- 15 copies of the General Land Use application
- 15 copies of the Preliminary Binding Site Plan Supplemental application
- 15 copies of the binding site plan maps and one 11" x 17" copy of the binding site plan map
- Environmental Checklist, with original signature and 15 copies **(must include thumbdrive containing .pdf copies of all submittal materials, including applications)**.
- Four (4) copies of all proposed lot owners association agreements and protective covenants
- All application fees
- Any additional information requested at the presubmission conference

### The binding site plan shall show specifically and clearly, all of the following features on one or more maps:

1. General information:
  - a. Proposed name of binding site plan
  - b. Plat scale, datum, north arrow and date
  - c. The boundary lines of the tract to be divided
  - d. The names and addresses of all landowners within the proposed binding site plan, the developer if other than the owner, the land surveyor and/or professional registered engineer responsible for laying out the land division.
  - e. The legal description of all lands included in the proposed binding site plan
  - f. Proposed and existing accesses and cross easements on site, adjacent to, and across the street.
2. Scale and size. the binding site plan shall be at a scale of not more than fifty (50) feet to the inch nor less than 200 feet to the inch
3. Existing conditions
  - a. Vicinity sketch showing boundary lines of adjacent parcels, and the relationship of the proposed division to major highways, schools, parks, and shopping centers. The vicinity map accurate enough for the planning staff to locate the proposed BSP without referring to the legal description, and shall include a common language description.

- b. If the binding site plan constitutes a re-plat, the lots, blocks and streets of the original plat shall be shown with dotted lines in their proper positions in relation to the new arrangement of the plat; the new plat being clearly shown in solid lines to avoid ambiguity.
  - c. The location and direction of all watercourses, lakes, streams and the location of all areas subject to flooding.
  - d. Natural features such as rock outcroppings, marshes, wooded areas.
  - e. Existing uses on the property, including the location of all existing structures to remain on the property after platting.
  - f. The location and size of all pertinent existing sewers, water mains, culverts and other public or private underground installations within the division and immediately adjacent to, and elevations of sewers at points of probable connections.
  - g. The location, widths and names of both unopened and open streets, easements and other ways within or adjacent to the proposed binding site plan. The location of other important features such as the general outline of permanent buildings, water sources, power lines, telephone lines, railroads, city boundaries, section lines and section corners.
  - h. Contours of sufficient intervals to indicate the topography of the entire tract for a sufficient distance beyond the boundaries of the proposed binding site plan as follows:
    - 1) up to 5% slope, two-foot (2 foot) contours;
    - 2) Five percent (5%) and over slopes, 5-foot contours.
  - i. The existing monuments or other such identifying markers as required.
4. Proposed plan of partitioning
- a. Location, width, name and approximate grade and radii of curves of streets
  - b. Approximate centerline grades, elevations, cuts and fills, including individual lot driveways, with extensions of these items for a reasonable distance beyond the limits of the proposed subdivision showing the finished grade of streets and the nature and extent of street construction.
  - c. A proposal for domestic water supply; stating the source and a preliminary distribution system layout
  - d. Proposals for sewage disposal; storm water drainage, and flood control
  - e. If lot areas are to be substantially graded, a plan showing the nature of the cuts and fills and information on the character of the soil
  - f. Proposals for other improvements such as electric utilities and boat docks, pathways and recreation facilities
  - g. The layout of proposed street rights-of-way, alleys, easements, lots and blocks, and the approximate dimensions of each
  - h. All parcels of land intended to be dedicated or temporarily reserved for public use, or to be reserved in the deeds for common use of the property owners in the subdivision with the purpose, conditions or limitations of such dedications or reservations clearly indicated
  - i. Trees and natural features which are to be preserved in the subdivision