

# BINDING SITE PLAN APPLICATION

## ABOUT THE BINDING SITE PLAN

A binding site plan is an alternative to the subdivision process of land division and ensures that multiple lots function as one site with respect to improvements like lot access, interior circulation, open space, landscaping, drainage facilities, facility maintenance, parking, and more.

Binding site plans can only be used to divide property for the purpose of sale, lease, or transfer of ownership of commercial zoned property.

## APPLICATION REVIEW PROCESS

A Binding Site Plan is a Type 2 decisions made by the Director.

## FEES

FEES APPLICABLE TO THIS PROJECT
<b>Binding Site Plan</b>
<b>Environmental Checklist Review</b> (if applicable)
<b>Fire Plan Review</b>
<b>15% Technology Fee</b>
<a href="#"><u>See current fee schedule</u></a>

### Code Reference

Binding Site Plans  
[SMC 21.02.060\(F\)](#)

### Resources

[King County iMap](#)  
[Sammamish Property Tool](#)

### Questions?

[Submit Project Guidance](#)  
[Visit the Permit Center](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

# BINDING SITE PLAN APPLICATION

## OWNER INFORMATION

 Owner is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPLICANT/REPRESENTATIVE INFORMATION

 Applicant is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*\*O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).*

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Total Lot Area(s): \_\_\_\_\_ Total Critical Areas on Property: \_\_\_\_\_  
(Square Feet) (Square Feet)

Please complete the below for any critical areas on property:

Type	Total Area (Square Feet)	Type	Total Area (Square Feet)
<input type="checkbox"/> Frequently flooded area	_____	<input type="checkbox"/> Lake	_____
<input type="checkbox"/> Landslide area	_____	<input type="checkbox"/> Critical aquifer recharge area	_____
<input type="checkbox"/> Seismic hazard area	_____	<input type="checkbox"/> Wetland	_____
<input type="checkbox"/> Erosion hazard area	_____	<input type="checkbox"/> Stream	_____
<input type="checkbox"/> Erosion hazard near sensitive water bodies overlay	_____	<input type="checkbox"/> Fish & wildlife habitat conservation area	_____

## BINDING SITE PLAN APPLICATION

### SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:  
(For example: *02 Project Narrative*)

- 01. Signed Application Form
- 02. Project Narrative
  - Briefly describe the site and the project
- 03. Preapplication Conference Letter
- 04. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 05. Bond Quantity Worksheet
- 06. Developer Contribution Summary
- 07. Historic Resources Affidavit
- 08. Water Availability Certificate
- 09. Sewer Availability Certificate
- 10. Preliminary Septic Approval (if applicable)
- 11. Eastside Fire & Rescue Plan Review Sheet
- 12. Title Report (<30 days old)
  - Must be less than 30 days old
  - Must be for the parcel(s) related to this application
- 13. Declaration of Covenant & Easement
  - Identify all conditions of use, maintenance, and restrictions on redevelopment of shared open space, parking, access, and other improvements
- 14. Legal Description
  - Must be for parcel(s) related to this application
  - Must be a title verified description by a Washington State licensed surveyor
- 15. Director’s Modification Request (if proposed)
- 16. Mailing List, Map, and Labels
  - Include all property owners within 1,000 feet of the site (2,000 feet for properties within the Erosion Hazard Near Sensitive Water Bodies overlay)
  - Utilize the Excel template provided and upload a PDF version, with the map, under “Mailing List, Map, and Labels” in MyBuildingPermit.com
  - After submittal, the City will request the Excel version of the template via email
- 17. SEPA Checklist

**Submittal Checklist continued on next page**

# BINDING SITE PLAN APPLICATION

## SUBMITTAL CHECKLIST CONTINUED

- 18. Critical Area Affidavit
- 19. Critical Area Study (if applicable)
- 20. Geotechnical Report
- 21. Traffic Concurrency Certificate
- 22. Traffic Impact Analysis Report
  - For proposals generating 10 or more new vehicle trips during AM or PM peak hour
  - May also be required for projects not generating 10 AM or PM peak hour vehicle trips (see the [Public Works Standards](#) for requirements)
- 23. Storm Drainage Analysis (Technical Information Report)
- 24. Stormwater Facility Information Form
- 25. PW Standards Deviation (if proposed)
- 26. Plan Set
  - Please include the following:
    - The areas and locations of all streets, roads, improvements, utilities, water and sewer facilities, open spaces, critical areas, parking areas, landscaped areas, surveyed topography for preliminary map, water bodies and drainage features, and building envelopes
    - Inscriptions or attachments setting forth such limitations and conditions for the use of the land as are established by the director or the hearing examiner
    - Site Plan
    - Provisions requiring any development/division of land be in conformance with approved site plan

## CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [SMC 21.09.010](#).

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Representative Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

## BINDING SITE PLAN APPLICATION

### ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](https://MyBuildingPermit.com).
- 2 Select “Apply For Permit” and then select “Sammamish” as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Land Use	Any Project Type	Land Division	Binding Site Plan
- 4 Complete & save this form before uploading it in the “File Upload” section along with the required submittal documents.