



Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032-5895

Permit Center (253) 856-5302 FAX: (253) 856-6412

www.KentWA.gov/permitcenter

Planning Services

Binding Site Plan

Check one:

☐ Commercial & Industrial Sites

☐ Condominium Sites

☐ Binding Site Plan Modification

Please print in black ink only.

Application #: _____ KIVA #: _____
OFFICE USE ONLY OFFICE USE ONLY

Plat Name: _____

Number of Lots Proposed: _____ Minimum Lot Size Proposed: _____

Address/Location: _____ Zone: _____

King County Parcel Number (s): _____ Acres: _____

¼ Section _____ Section _____ Township _____ N Range _____ E

Applicant: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

Professional License No.: _____ Contact Person: _____

Property Owner (mandatory if different from applicant; attach additional info/signature sheets if more than one property owner)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

Licensed Land Surveyor:

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ License No.: _____

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application:

Agent/Consultant/Attorney: (mandatory if primary contact is different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ License No.: _____

Email Address: _____

.....

OFFICE USE ONLY:

Date Application Received: _____ Received by: _____

Date Application Complete: _____ Completeness Review by: _____

Binding Site Plan Submittal Requirements Checklist

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION:

- A. The completed application making sure that all of the required signatures have been obtained.
- B. Eight (8) copies of a binding site plan map, measuring 18 x 24 inches in size and drawn to an engineering scale. The binding site plan map shall be prepared by a land surveyor licensed in the State of Washington. All large maps must be folded to fit into an 8.5 x 14 inch envelope with the application name on the plan showing. The following information shall be provided on the map:
 1. Name of the proposed development and the title "Binding Site Plan" at the top of the plan in large print.
 2. Date of plan preparation.
 3. Vicinity map clearly showing the location of the project with respect to public streets and other parcels and development.
 4. King County tax ID number and complete legal description of all parcels involved with the proposed binding site plan.
 5. Licensed Land Surveyor stamp, signed and dated or preliminary written across stamp.
 6. Name and address of engineer.
 7. Name and address of property owner.
 8. Code data:
 - zoning district;
 - total lot area;
 - total building area;
 - percent of site coverage;
 - total number of parking stalls;
 - total square footage of parking and vehicle maneuvering areas
 - required landscaping square feet
 - percent of lot in open space
 - type of construction
 - occupancy classification
 - sprinklered/nonsprinklered
 - number of units
 9. Parking calculations to demonstrate that the requirements of Chapter 15.05 KCC have been met.
 10. North arrow and engineering scale.
 11. Label adjacent uses.
 12. Existing and proposed property lines and section lines.
 13. Dimensions of each lot and tract.
 14. Total area of each lot and tract (square footage).
 15. Lot numbers.
 16. Location of all existing and proposed open spaces including required landscaping areas, parking areas and all major manmade or natural features (i.e. streams, creeks, wetlands, drainage courses, utility lines, etc.).
 17. Location of existing and proposed public rights-of-way, public and private streets and easements, driveways, alleys, tracts, railroad tracks, bridges and easements (access, utility, stormwater, etc.) on the site and adjoining lands to a distance of 100 feet from the edge of the subject property and all existing roads or driveways within 300 feet of the subject property on both sides of all streets in both directions along public street frontages. Include:
 - road names and road dimensions
 - curbs and gutters or edge of pavement
 - sidewalks and pathways
 - illustrate how access and utilities will be provided to all lots
 18. Vehicle Maneuvering Diagrams (see Development Assistance Brochure #6 4, Vehicle Maneuvering Diagrams, for additional information).
 19. Layout of an internal vehicular and pedestrian circulation system, including proposed or existing ingress and egress points.
 20. Location of existing and proposed fire hydrants.
 21. Fire access roads and fire turn arounds.
 22. A utility plan showing the location and size of existing and proposed utilities and storm drainage facilities to serve each lot. Include the names of water and sewer providers.
 23. Water and/or sewer availability certificates, if not served by the city of Kent.

24. Proposed cross-access and maintenance agreements for parking, circulation, utility and landscaping improvements, if shared.
25. Existing and proposed structures including ground floor square footage and setbacks from existing and proposed property lines.
26. Distances of all structures abutting the binding site plan from existing lot lines within a distance of 100 feet.
27. Water features, including but not limited to lakes, ponds, year-round or seasonal streams, creeks, river, gully or natural drainage way, drainage ditches, etc.
28. The surveyed edges of delineated wetlands and wetland buffers. See Development Assistance Brochure #9, Wetland Delineation Reports, for additional information.
29. Critical areas such as hazard area slopes and endangered wildlife habitat.
30. Contours and/or elevations, at a minimum of five-foot intervals extended 100 feet beyond the boundaries of the proposed development.
31. Names, location and dimensions of proposed open spaces, tracts and reservations, including Sensitive Area Tracts, Hazard Area Slopes and creeks.
32. Statement of soil type, drainage conditions, existing land cover, wildlife present and any other environmental factors applicable to the site.
33. A current title report produced no more than 45 calendar days prior to submittal covering all property shown within the boundaries of the binding site plan.
34. A phasing plan and time schedule, if the site is intended to be developed in phases.
35. Copies of all easements, covenants, and other encumbrances restricting the use of the site.
36. Plans, analysis and calculations verifying International Building Code compliance of all existing structures, to include, but not limited to, identification of all types of construction and occupancy classifications, allowable area calculations, wall and wall opening protection, and provisions for exiting and accessibility for the disabled.

C. Binding Site Plans for **condominium sites** shall contain the following statements pursuant to RCW 58.17.040(7)(e):

The use and development of the property must be in accordance with the plan as represented herein or as hereafter amended, according to the provisions of the binding site plan regulations of the city and any division of the land subject to this plan shall not take place until the development or the portion thereof to be divided is subject to Chapter 64.32 or 64.34 RCW.

Any building permit required to develop any portion of the property shall not be issued until the streets and utilities necessary to serve that portion of this property have been constructed and installed or until arrangements acceptable to the city have been made to ensure that the construction and installation of such streets and utilities will be accomplished.

D. For undeveloped property, one (1) copy of a Tree Retention Plan to include the following:

1. Photographs of existing trees of the site.
2. The surveyed location of all significant trees (trees six inches or greater in caliper at three feet above grade) on the property and immediately adjacent to the property.
3. The common name of each tree shown on the plan; i.e. fir, maple, alder, cottonwood, etc.
4. Specify all trees that will remain on the parcel through grading, clearing and project completion.
5. Stamp, date, and signature of professional land surveyor licensed by the State of Washington preparing the plan.
6. The name, address and telephone number of the person preparing the tree plan (if different than the professional land surveyor).
7. Detailed calculations demonstrating that within the site interior a minimum 15 percent of the diameter inches of all significant trees will be retained taking into account that alder and cottonwood trees shall be discounted by 50 percent. This discount shall be applied when calculating both existing tree diameter on the site and the diameter of preserved trees.

E. Two (2) copies of a full Technical Information Report (TIR) stamped and dated by a licensed civil engineer registered in the state of Washington. The following sections shall be included in the TIR. Please see Section 2.3 in the 2002 City of Kent Surface Water Design Manual for further detail.

1. Project Overview
2. Conditions and Requirements Summary
3. Offsite Analysis
4. Flow Control and Water Quality Facility Analysis and Design
5. Conveyance System Analysis and Design
6. Special Reports and Studies
7. Other Permits
8. ESC Analysis and Design
9. Bond Quantities, Facility Summaries and Declaration of Covenant
10. Operations and Maintenance Manual

F. One (1) copy of a simplified development plan at a reduced size of 8.5 x 11 inches. This simplified map should only include the following information:

1. Name of project
2. Applicant contact information: name, address, phone number
3. Existing and proposed property lines
4. North arrow
5. King County tax identification number
6. Existing and proposed buildings
7. Building dimensions, height and number of stories, distance between buildings
8. Lot numbers
9. Existing and proposed public and private roads, clearly labeled and legible
10. Sensitive areas such as wetlands, slopes or endangered wildlife habitat
11. Major manmade or natural features: drain fields, bus stops, etc.
12. Public and private easements

All the items above and any other material that was previously identified by the City (i.e. at the pre-application conference) must be submitted at the time of application in order for the application to be accepted as complete.



Binding Site Plan Application Instructions

A binding site plan is (1) an alternative process segregating property zoned industrial or commercial for the purpose of sale or lease without the necessity of completing the procedures for platting; and (2) the division of multifamily residential zoned land for condominium purposes without the necessity of completing the procedures for platting. The binding site plan process merely creates or alters existing lot lines and does not authorize construction, improvements, or changes to the property or uses of the property.

I. Pre-Application Meeting

A pre-application meeting is an optional process designed to bring together the applicant and designated City departments and divisions (including, but not limited to, Development Engineering, Building, Planning, Fire and Parks) to review and discuss a proposed development in its preliminary stages. The pre-application meeting will be scheduled at the time a pre application submittal is made to the city.

II. Binding Site Plan Application Process

Provide all information and signatures requested on the application form and accompanying application submittal requirements checklist.

Submit the completed forms and required number of copies as stated on the submittal requirements checklist and the appropriate fee to the Permit Center. All items requested on the application must be submitted at the time of application in order for the application to be accepted. Applications are deemed to be complete upon acceptance at the Permit Center counter. Following submittal of a complete application and commencement of project review, the city may make a determination in writing that some information is incorrect and that correct-

ed information be submitted. The applicant shall have up to 180 calendar days to submit corrected information or the application will expire. Extensions to the resubmittal period may be granted pursuant to 12.01.110 KCC.

III. Notice of Application

Notice of application shall be issued within 14 calendar days of completeness for those applications subject to environmental review under the State Environmental Policy Act (SEPA). The applicant is responsible for erecting notice board(s) obtained from the city on the subject property. Planning Services staff will post the Notice of Application on the board erected on the property, at City Hall and in the register for public review at the Planning Services Office. A Notice of Application for review and comment shall be mailed to all agencies with jurisdiction, to city departments, and will be published in a newspaper of general circulation within the city. A Notice of Application includes a 14 calendar day comment period.

IV. Review and Decision Process

A. Staff Report

Planning Services shall prepare a report summarizing the factors involved and staff's findings and recommendations. The report shall be mailed to the applicant at least seven calendar days prior to the scheduled meeting and made available for use by any interested party.

B. Meeting

A binding site plan shall be considered by the city's Binding Site Plan Committee. A tentative meeting date will be stated in the Notice of Application. If environmental review under the State Environmental Policy Act (SEPA) is

required, the committee meeting will be held once a SEPA decision has been issued and the appeal period is completed. If SEPA is not required, the committee meeting shall be held within 40 days of application submittal or receipt of requested additional information, consistent with the timelines established in Chapter 12.01 KCC. The applicant or a representative shall be present at this meeting. The meeting is open to the public.

The Binding Site Plan Committee may approve, approve with conditions or modifications, or deny the application. The decision of the committee shall be made at the committee meeting.

As a condition of approval of the binding site plan, the committee shall have the authority to require the deeding of rights-of-way or easements for street and/or utility purposes, when determined necessary as a result of the building site plan development. Any deeding shall precede the recordation of the binding site plan unless otherwise specified through a development agreement.

V. Applicability for Commercial and Industrial Sites

A. Shared Improvements

As a condition of approval, the city may authorize or require the sharing of open space, parking, access, setbacks, landscaping, and other improvements among contiguous properties. Conditions of use, maintenance, and restrictions on redevelopment of shared open space, parking, access, and other improvements shall be identified on the binding site plan and enforced by covenants, easements, or other similar mechanisms. The binding site plan shall contain a provision requiring that any development of the site shall be in conformity with the approved site plan and any applicable development regulations subject to the vesting requirements of Chapter 12 KCC.

B. Phasing of Development

Unless otherwise provided for in a development agreement, development permit applications shall be submitted for all structures and improvements shown in the binding site plan within three (3) years of approval. The Planning Manager may administratively extend this period

by one (1) additional year if requested by the applicant.

If the applicant chooses to develop the property in phases, the applicant shall execute a development agreement with the city pursuant to RCW 36.70B.170.

C. Modifications

The Planning Manager shall have the authority to determine whether a proposed alteration is minor or major.

If an alteration is requested to a binding site plan prior to recording of the binding site plan with King County, a minor alteration may be approved with consent of the Planning Manager and the Public Works Director.

If an alteration is requested to a binding site plan after recording of the binding site plan with King County and it is determined to be a minor alteration, it may be approved with the consent of the Binding Site Plan Committee, after public notice and a public meeting is held.

If an alteration is requested to a binding site plan after recording with King County and it is determined to be a major alteration, then the Planning Manager shall require the binding site plan be vacated per KCC 12.04.230 and 12.04.845 and a new application for a binding site plan be submitted.

VI. Final Binding Site Plan

Filing of the final binding site plan shall conform to the requirements set forth in KCC 12.04.210, Filing the final plat.

VII. Applicability for Condominium Sites

Multifamily residential condominium developments are eligible for binding site plan approval when the purpose of such approval is to divide the property so a portion of the parcel or tract can be subjected to either Chapter 64.32 or 64.34 RCW. A binding site plan can only be approved either when the development has already been constructed or when the approval has been obtained and a building permit for an entire development or a portion of a development is issued. An application for a binding site plan for condominium sites may not be submitted until a building permit has been approved.

A. Expiration Period for Condominium Sites

If the final binding site plan is not filed within six (6) months of the date of approval, the binding site plan shall become null and void. Upon written request of the applicant, the Planning Services office may grant one extension of not more than six months. Such request must be received by Planning Services prior to the six month expiration date.

VIII. Appeal

The decision of the Binding Site Plan Committee shall be final, unless an appeal by an aggrieved party is made to the Hearing Examiner within 14 calendar days after the committee's decision. The appeal shall be in writing to the Hearing Examiner and filed with Planning Services. An appeal shall be consistent with KCC 12.01.190, open record appeal.

The decision of the Hearing Examiner shall represent final action of the city and is appealable only to King County Superior Court. Such appeal must be filed with the court within 21 calendar days from the date the decision was issued.

THESE INSTRUCTIONS PROVIDE GENERAL INFORMATION ONLY AND DO NOT REFLECT THE COMPLETE TEXT OF THE PERMIT PROCESS REVIEW. SEE THE KENT CITY CODE FOR COMPLETE TEXT AND REQUIREMENTS.

Any person requiring a disability accommodation should contact the city in advance for more information. For TDD relay service for Braille, call 1-800-833-6385. For TDD relay service for the hearing impaired, call 1-800-833-6388, or call the City of Kent at 253.856.5725.