

Binding Site Plan Application Submittal Requirements CHECKLIST

- ☐ Binding Site Plan Fees:
Residential – Type IA, 6hrs staff time
Mixed Use/Commercial – Type IA, 20hrs staff time
Modification/Amendment – Type I, 6hrs staff time
- ☐ Property deed
- ☐ Plat map*
- ☐ Any surveys of record*
- ☐ SEPA permit application, required for any fill or excavation over 100 cubic yards, the construction of 9 or more dwelling units, a building 4,000 sq. ft. or more in size with 20 or more parking spaces, and/or if the lots are located in a critical area. Critical Area maps are available at the PCD office.
- ☐ Critical Areas special reports where required by the Critical Area Ordinance (PTMC 19.05)
- ☐ Stormwater drainage plan in conformance with PTMC 13.32
- ☐ Estimated quantities of fill exported and imported to site.
- ☐ Binding site plan map prepared by a Washington State licensed and registered land surveyor, showing:
 - ☐ The name of the project
 - ☐ Legal description of the entire parcel
 - ☐ Date, scale and north arrow
 - ☐ Boundary lines, rights-of-way for streets, easements and property lines of lots, location of all open spaces, utilities and other improvements with accurate bearings, dimensions of angles and arcs, and of all curve data describing the location of the improvements
 - ☐ Names and right-of-way widths of all streets within the parcel and immediately adjacent to the parcel
 - ☐ Number of each lot and block or division
 - ☐ The area and dimensions of each parcel to show each contains sufficient area to satisfy the minimum zoning and health requirements
 - ☐ Location, dimensions and purpose of any easements, noting if the easements are private or public
 - ☐ Location and description of monuments, boundary corners set, and all lot corners set and found

- ☐ Datum elevations and primary control points approved by the public works department. Descriptions and ties to all control points will be shown with dimensions, angles and bearings
- ☐ Identification of all land, trees, and tree canopy intended to be cleared; the trees or tree canopy intended to be preserved per PTMC 19.06.120, Tree Conservation standards; and the location of the proposed access to the site for clearing and grading during site development and construction
- ☐ A dedicatory statement acknowledging public and private dedications and grants
- ☐ The following statement (PTMC 18.20.030(D) must be on the face of the final binding site plan:
 "All development and use of the land described herein shall be in accordance with this binding site plan, as it may be amended with the approval of the city of Port Townsend, and in accordance with such other government permits, approvals, regulations, requirements and restrictions that may be imposed upon such land and the development and use thereof. Upon completion, the improvements on the land shall be included in one or more condominiums or owned by an association or other legal entity in which the owners of units therein or their owners' associations have a membership or other legal or beneficial interest. This binding site plan shall be binding upon all persons, businesses, corporations, partnerships or other entities now or hereafter having any interest in the land described herein."
- ☐ Other restrictions, conditions, and requirements as deemed necessary by the city, including all applicable requirements of the engineering design standards.
- ☐ **For Residential Condominiums:** the binding site plan shall conform with the requirements of Chapter 64.34 RCW, "The Condominium Act." The applicant shall submit a sworn declaration from a registered land surveyor licensed in the state of Washington that all requirements of RCW 64.34.232, as now adopted and hereafter amended, have been satisfied. The city shall not be responsible for verification that the proposal complies with Chapter 64.34 RCW, but may rely upon the representation of the licensed surveyor.
- ☐ **For Commercial, Mixed-Use and Industrial:** The same information on the Binding Site Plan as required for a preliminary plat. See PTMC 18.16.040 and 18.16.050.

For more information, see Port Townsend Municipal Code Chapter 17.84 or website: <http://www.cityofpt.us/>

* See Jefferson County Assessor's office, or website <http://www.co.jefferson.wa.us/assessors/parcel/ParcelSearch.asp>

