



CHECKLIST FOR A PRELIMINARY BINDING SITE PLAN– SMC 17.24, 17.12

**** It is the responsibility of the applicant to ensure that all submittal requirements listed below are turned in as part of this application. Incomplete applications will not be accepted by the Department of Community and Economic Development. *****

The Hearing Examiner may not approve applications for binding site plan approval unless it is demonstrated by the applicant that each of the following criteria has been met or will be met, in accordance with SMC 17.24.090:

- A. Each use of the land under the binding site plan must follow the City's Comprehensive Plan and zoning rules, including limits on lot size, building distances, heights, parking spaces, landscaping, and what can be built in certain areas.
- B. The plan must ensure that roads and paths for traffic, both on and off the site, connect well with surrounding streets and meet city standards.
- C. The applicant will pay for installing things like curbs, sidewalks, streets, storm drainage, sewers, water lines, and other utilities. These must meet City standards and be approved by the City Engineer.
- D. If needed, the developer must provide easements (legal access) to the City to allow for the placement of municipal utilities.
- E. Any private property that needs to be used for public streets must be formally handed over to the City through an acceptable deed or by recording a plat.
- F. The developer must provide a bond (a financial guarantee) to ensure the completion of any unfinished improvements, following City regulations, in accordance with SMC 3.78.
- G. Necessary public facilities, such as parks, schools, transit stops, and open spaces, must be included according to the city's capital facilities plan.
- H. All environmental rules, including those for sensitive areas and wetlands, and the State Environmental Policy Act (SEPA) must be followed.
- I. Development cannot cause flood risks, and any construction in a floodplain must have proper safeguards in place.
- J. The proposal must be in the public's interest.
- K. All requirements from Chapter 58.17 of the Revised Code of Washington (RCW) must be fulfilled.
- L. Any proposed project phases must meet the requirements outlined in SMC 17.20.090.
(Ord. 2021-021 § 1 (Exh. B); Ord. 2005-022 § 6; Ord. 2004-015 § 6; Ord. 98-005 § 4)
- M. Concurrency review is required in accordance with SMC 20.01.050.

☐ **Application Required.** All applications for a binding site plan shall be received via the online portal and shall include:

- ☒ Pre-application notes.
- ☒ Subdivision or plan name.
- ☐  Comp Plan designation.
- ☐ Completed application form.
- ☐ Legal description (township, section and range, tax parcel number).
- ☐ Preliminary sketch (drawn at 1" = 100').
- ☐ North arrow, bar scale.
- ☐ Acreage of proposed lots or tracts.
- ☐ Dimensions of proposed lots or structures.
- ☐ Size and location of existing structures.
- ☐ Size and location of existing and proposed streets, alleys, and rights-of-way, including proposed ownership.
- ☐ Proposed open spaces or public or private dedications for lands, trails, parks, or passive and active recreation.
- ☐ Location of streams, irrigation ditches, drainage ditches, wetlands, ponds, floodways, or other water courses on or within 200' of the proposed project.
- ☐ Location, extent, and type of wooded areas and all trees greater than eight inches in diameter, or identified as species of local significance.
- ☐ Location and extent of existing and proposed landscaping.
- ☐ Location and extent of steep slopes (more than 15%) and other significant physical features.
- ☐ Proposed and existing easements for ingress, egress, utility corridors, irrigation ditch access, and other easements.
- ☐ Adjacent property owners' list for all properties located within a 300' radius obtained from Clallam County assessor's office.

- ☐ A title report, subdivision certificate, or other proof of ownership which documents any previous land use approvals.
- ☐ A scaled vicinity map showing the subject property in reference to surrounding properties, streets, subdivisions, municipal boundaries, and identified critical areas within 500' of the subject property, including a north arrow.
- ☐ A copy of the county tax assessors map of the subject parcel(s).
- ☐ Copies of any existing and/or proposed deed restrictions or covenants.
- ☐ Draft maintenance agreements and proposed management entities responsible for tax payments and maintenance of common facilities (such as roads, stormwater facilities, open spaces, trails, parks, etc.).
- ☐ Preliminary stormwater drainage plans, prepared consistent with the requirements of SMC Title [13](#).
- ☐ Preliminary utility plans, including provisions for water, sewer, underground power where appropriate, telecommunications, and solid waste disposal.
- ☐ Preliminary road plans including plan, sections, and profiles.
- ☐ Preliminary clearing and grading plans, including cut and fill amounts.
- ☐ Environmental information worksheet and completed SEPA checklist (if applicable).
- ☐ Preliminary landscaping plans.
- ☐ A description of how parking requirements will be met.
- ☐ Any additional materials determined by the department during the preapplication conference to be necessary to fully evaluate the application.
- ☐ **For proposed replatting of existing subdivisions:** the lots, blocks, streets, etc. of the original plat shown with dotted lines in the proper positions in relation to the new arrangement of the plat, the new plat being clearly shown in solid lines to avoid ambiguity.
- ☐ Applicant or applicant's representative's signature on the application.
- ☐ Fees as established by the City of Sequim, as outlined in SMC 3.68.

Fees for a preliminary binding site plan are as follows:

- Binding Site Plan - \$1,800 + \$75/lot/unit + \$.25/sq ft (nonresidential)
- Engineering fee for review - \$1,275 (hourly after 15 hours)
- Software fee - \$55
- SEPA Review - \$350 (as applicable)

- Legal Publications – Actual cost
- Hearing Examiner – Actual cost

*****The City of Sequim Department of Community Development may require additional information
necessary for decision making purposes. *****