

## **BINDING SITE PLAN SUBMITTAL REQUIREMENTS**

### **PURPOSE**

A Binding Site Plan (BSP) is a division of land for sale or lease for commercial, industrial, and manufactured home park use, and where land is divided as part of condominium development. Applications for BSPs shall be submitted according to the requirements for content and form for short subdivisions stated in Chapter 18.30 FWRC.

### **WHO MAKES THE DECISION**

The Community Development Director will make the decision on the BSP. The application is processed under the provisions of *Federal Way Revised Code* (FWRC) Chapter 18.20, "Binding Site Plans." Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent sections of the city's regulations, and inspection of the property. BSPs shall be designed to the standards of Chapter 18.55 FWRC and Chapter 18.60. Upon determining that the BSP application is complete the city, will distribute a notice of complete application.

### **APPEALS**

A BSP decision can be appealed. BSP applications shall be processed under the provisions of short subdivisions in Chapter 18.30 FWRC. The City of Federal Way Hearing Examiner decides appeals of short subdivision decisions after a public hearing. See FWRC 18.30.140, et seq. for detailed information regarding appeals of BSP decisions.

### **RECORDING**

The applicant, at their expense, records all approved BSPs with the King County Division of Records and Elections. A copy of the BSP drawing, with the King County recording number, must be returned to the City to finalize the BSP process.

### **COMPLIANCE WITH SEPA**

BSPs are typically exempt from *State Environmental Policy Act* (SEPA) review. However, a SEPA checklist and corresponding fee will be required if the BSP occurs on land covered by water, or may be required if the BSP is a further subdivision of a previously exempted BSP. For a detailed explanation of the city's environmental policy, refer to FWRC Title 14.

## **ENVIRONMENTALLY CRITICAL AREAS**

Projects that involve work within environmentally critical areas may require that the city contract out for expert technical assistance. Pursuant to FWRC 19.145.080, the applicant is responsible for providing any information, mapping, studies, materials and having the city's third party consultant reviewed the materials for compliance at the applicant's expense. You will be advised at an early point in the process if your project will be subject to these types of expenses.

## **SHORELINES**

BSPs that are within 200 feet of the ordinary high water mark of Puget Sound, Steel Lake, North Lake, or Lake Kilarney require review under the city's Shoreline Master Program (SMP). The SMP development regulations can be found in Title 15 FWRC. Applicants should speak with department staff for further information regarding shoreline regulations prior to submitting a formal application.

## **TRAFFIC-RELATED REQUIREMENTS**

All BSPs are subject to transportation concurrency and Traffic Impact Fee requirements. Refer to Concurrency Application Information and Traffic Impact Fee handouts for additional information.

## **PREAPPLICATION CONFERENCE**

Applicants are encouraged to schedule a preapplication conference to become familiar with FWRC requirements, policies, and regulations. It is also an opportunity to coordinate with city departments and obtain their comments on the proposed BSP. Refer to the city's preapplication conference handout for information on the process.

## **HOW TO APPLY**

The applicant (owner or owner's appointed agent) files a complete application with the Community Development Department using the Master Land Use Application form, which can be obtained at our office or on the city's website ([www.cityoffederalway.com](http://www.cityoffederalway.com)).

All application materials must be submitted electronically. Please visit our website at <https://www.cityoffederalway.com/node/4588> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review.

A complete application is required before the city can proceed with technical analysis and make an informed decision on your application. Following is a list of materials that must be submitted with your application. Please do not turn in your application until all items on the list that apply to your proposal have been included. Incomplete applications or improperly named/formatted documents will not be accepted. Consult with the Community Development Department's Permit Center (253-835-2607, or [permitcenter@cityoffederalway.com](mailto:permitcenter@cityoffederalway.com)) if you have a question. All application materials become public information.

# BINDING SITE PLAN SUBMITTAL REQUIREMENTS

**Project Name:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Applicant/Agent:** \_\_\_\_\_

**File No(s):** \_\_\_\_\_

| Required                 | Submitted                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Master Land Use Application form, including signature of persons with ownership interest in the property. Agent authorization is required if application is not signed by owners of all subject parcels.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All application fees  |
| <input type="checkbox"/> | <input type="checkbox"/> | Concurrency Application w/ associated fee   |
| <input type="checkbox"/> | <input type="checkbox"/> | Computation sheet (with surveyor's seal) that provides the square footage of all streets, individual lots, and tracts, and total area contained within the subject parcels, i.e. lot closure calculations.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Title report for the subject property, prepared within 90 days, including any easements or restrictions affecting the properties with a description, purpose, and reference by auditor's file number and/or recording number; parties of interest; and any restrictions or covenants running with the property.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of water availability, signed within a year of the date of application.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of sewer availability, signed within a year of the date of application, unless the site is to be served by an on-site septic system; <i>or</i> Seattle-King County Health Department approval of the proposed subdivision is required, if the project is to be served by an on-site septic system.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Site photographs from each compass point (north, east, south, & west) with location of photo referenced on the site plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Technical Information Report (TIR), if required per the <i>King County Surface Water Design Manual (KCSWDM)</i> .   |
| <input type="checkbox"/> | <input type="checkbox"/> | Critical area report, if required per FWRC 19.145.080   |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed BSP drawing <i>as specified below</i> . <ul style="list-style-type: none"> <li>• The drawing shall be 18 x 24 inches in size, drawn to a scale of 1"=50' or larger on the city's standard BSP title block form (available on line), and must comply with the provisions of RCW 58.09 and WAC 332-130.</li> <li>• One set of reproducible drawings (paper or mylar) will be required after the BSP is approved, prior to signing and recording. The applicant is responsible for making two paper copies once the short plat is signed</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | Additional information as required by the Community Development and/or Public Works Departments.  |

Required      Submitted

|                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Preliminary Engineering Drawing</b>   |
|                          |                          | Drawing showing the location and size of all ditches, culverts, catch basins, and other parts of the design for the control of surface water drainage. Also include all right-of-way improvements on drawing. (This is a separate sheet from the BSP map.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Preliminary Clearing and Grading &amp; Tree/Vegetation Retention Plan</b>   |
|                          |                          | Plan consistent with requirements of FWRC, Chapter 19.120.040 Clearing, Grading and Tree and Vegetation Retention.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Binding Site Plan Drawing</b> including, but not limited to:  |
|                          |                          | <ul style="list-style-type: none"> <li>• Proposed name of the BSP. (You may wish to check with the city to make sure the name has not been taken yet.)</li> <li>• Name, address, and phone number of each property owner.</li> <li>• Location by section, township, range, and/or other legal description.</li> <li>• Name, address, and phone number of developer</li> <li>• Name, address, and phone number of registered land surveyor.</li> <li>• Scale of drawing, north arrow, and date (subsequent resubmittals must have a revision date).</li> <li>• Existing topography of the land indicated by contours of 2-foot intervals for slopes less than 15 percent and 5-foot intervals for slopes of 15 percent or greater. Vertical Datum (NGVD-29 or KCAS).</li> <li>• Location and extent of significant natural features on and immediately adjacent to the site. Such features shall include but are not limited to streams, wetlands, views, stands of trees, and water bodies to the extent that significant natural features and/or their associated buffers affect the BSP.</li> <li>• Comprehensive plan and zoning classification of the proposed BSP site and adjoining properties.</li> <li>• Adjacent ownerships and the land or lot divisions of adjoining properties not in common ownership for a distance of at least 100 feet around the perimeter of the property proposed for subdivision. A separate list of names may be used for clarification purposes.</li> <li>• Location, widths, and names of existing or prior streets, railroad, or utility rights-of-way or easements, access easements, parks and other public spaces, and existing permanent structures to be retained within and adjacent to the proposed BSP. Where the property has been previously subdivided, the original lots, blocks, streets, easements, etc., shall be shown by dotted lines. Show distance between existing structures to be retained and property lines. (Show pavement widths, planter strips, sidewalks, utility poles, etc.)</li> <li>• Existing and conceptually proposed water, sewer, and drainage facilities on, under, or over the land showing size, grades, and locations.</li> <li>• Location, widths, and names of proposed streets, utility rights-of-way, and easements.</li> <li>• Layout, number, lot sizes, and dimensions of proposed lots. Include the square footage of each lot.</li> <li>• Parcels of land intended to be dedicated for public use, or reserved for use of owners of the property in the BSP.</li> </ul> |

Required Submitted

|                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Binding Site Plan Drawing</b> <i>(continued)</i>   |
|                          |                          | <ul style="list-style-type: none"> <li>• Total acreage of the site platted, prior to creation of any lots, tracts, or other dedications.</li> <li>• Acreage precluded from development due to the presence of critical areas, including: wetlands, streams, steep slopes, and other features (along with buffers), broken out by category, covered by critical areas regulations.</li> <li>• Acreage dedicated for public rights-of-way (for both newly created streets and expansions of existing streets), as well as private tracts, alleys, and ingress/ egress and utilities easement created for the purpose of providing access to lots within subdivisions.</li> <li>• Location and acreage of tracts (or other areas) dedicated for retention/detention/drainage facilities, or other on-site public facilities, broken out by category.</li> <li>• Calculation of net plat area, which is gross plat area minus critical areas, rights-of-way, private open space, and public purpose lands.<sup>1</sup></li> <li>• Building envelopes and setback lines, if applicable.</li> <li>• Typical roadway sections including streetlights and street trees (existing and proposed).</li> <li>• Vicinity map with labeled streets and north arrow.</li> <li>• Basis of bearing, statement of equipment and procedures used, indication of perimeter boundary, lot, and right-of-way lines with a notation of bearings or azimuth from the north, distances, and curve data, as well as the location and description of all monuments, both found and set.</li> <li>• Statement of equipment and procedures used.</li> <li>• Existing addresses, if applicable.</li> <li>• Indication of perimeter boundary, lot, and right-of-way lines with a notation of bearings or azimuth from the north, distances, and curve data.</li> <li>• Location and description of all monuments, both, found and set.</li> <li>• Where the BSP is governed or regulated by a specific zoning ordinance, include the ordinance number.</li> <li>• Recording number of any covenants, deeds, or restrictions.</li> <li>• The city’s file number will be assigned upon application. Include the file number on subsequent resubmittals.</li> </ul> |

|                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Information for Buildable Lands Calculation</b><br><b>(Please provide this information in tabular form on the face of the plat.)</b> |
|--------------------------|--------------------------|---|

| <b>Category</b>   | <b>#Acres</b> |
|---|---------------|
| <i>Gross Plat Area</i> – Acreage of the site to be platted prior to any dedications or set-asides.  |               |
| <i>Critical Areas</i> – Acreage precluded from development due to wetlands and buffers; streams and buffers; regulated lakes and buffers; shoreline setbacks; flood hazard areas; erosion hazard areas; and landslide hazard areas. |               |
| <i>Rights-of-Way</i> – Acreage dedicated for public rights-of-way (both newly created streets and expansions of existing streets); private access tracts or easements; alleys.  |               |
| <i>Public Purpose</i> – Acreage of site to be used for retention/detention/drainage facilities; open space and parks; or other on-site public facilities. Do not include public utilities easements or landscaping.                 |               |
| <i>Net Plat Area</i> – Gross plat area minus critical areas, rights-of-way, and public purpose. In most cases, this will be the sum of the areas of the house lots.   |               |

<sup>1</sup> *Public purpose lands* mean acreage of tracts (or other areas) dedicated for retention/detention/ drainage facilities, open space and parks, or other on-site public facilities.