

BINDING SITE PLAN APPLICATION

Property address or general location (cross-streets): _____	Office Use Only Permit # _____ Associated Permits: _____ _____ _____ _____
Existing Legal Description(s) (or Tax #): Parcel Number: _____ Addition: _____, Block(s): _____, Lot(s): _____	
Binding Site Plan is for: <input type="checkbox"/> Residential Condominiums <input type="checkbox"/> Commercial, Mixed-Use or Industrial <input type="checkbox"/> PUD Please describe (attach additional pages if necessary): _____ _____	
Property Owner: Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____	Contact/Representative (if different): Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____
Have any known wetlands or their buffers been identified on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach wetland report. Are there any steep slopes (greater than 15%) on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach geotechnical report.	
Does the applicant, or anyone connected with the applicant or the development (any person, family member, firm, corporation), have an interest by reason of ownership, contract for purchase by agreement or option in any land within 200 feet of any portion of the subject property? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe: _____ I swear and certify that this information is correct. (Signature of applicant) _____	

I verify the property affected by this application is the exclusive ownership of the applicant(s), or that I have submitted the application with the written consent of all owners of the affected property.

Print Name: _____

Signature: _____

Date: _____

See attached for details on plan submittal requirements and cost.

Binding Site Plan Application Submittal Requirements CHECKLIST

- Completed Binding Site Plan application form (Page 1)
- Binding Site Plan Fees:

Residential:	\$615.88
Mixed Use/Commercial	\$2029.60
- Photocopy of the property deed
- Photocopy of the plat map*
- Photocopy of 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.
- Five copies** of an 18" x 24" 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>

