



King County
Department of Permitting
and Environmental Review
 35030 SE Douglas Street, Suite 210
 Snoqualmie, WA 98065-9266
 206-296-6600 TTY Relay: 711
 www.kingcounty.gov

Binding Site Plan Application Submittal Checklist

For alternate formats, call 206-296-

A proposed binding site plan shall be considered under the zoning and other land use control ordinances in effect on the land at the time a fully completed application is filed with the department. An application will be considered complete once the Department of Permitting and Environment Review (Permitting) determines that the application contains the following materials and information:

1. A completed application form provided by the Permitting department, signed by all property owners or their agents.
2. An approved commercial site development permit; or a proposed site plan prepared by a professional land surveyor, licensed in Washington State, in a form prescribed by the director. At a minimum, the proposed site plan shall include:
 - a. The location and size of all proposed lots
 - b. The proposed and existing structures including elevations and floor plans as known (plans which show building envelopes rather than footprints must include post-construction treatment of unoccupied areas of the building envelopes)
 - c. All proposed or existing uses, and maximum number of dwelling units (if any)
 - d. The location of proposed or existing open space including any required landscaped areas
 - e. The location and identification of critical areas
 - f. The layout of internal vehicular and pedestrian circulation system, including proposed ingress and egress for vehicles
 - g. The number and location of proposed or existing parking spaces on and off the site
 - h. A drainage plan that will accommodate the maximum proposed square footage of impervious surface and the maximum proposed square footage of impervious surface exposed to vehicular use, subject to requirements of the King County Surface Water Design Manual, adopted by rule under the procedures specified in King County Code (KCC) 2.98
 - i. The location and size of utility trunk lines serving the site
 - j. The location and size of water bodies and drainage features, both natural and human-made
 - k. A grading plan showing proposed clearing and tree retention and the existing and proposed topography, detailed to five-foot contour, unless smaller contour intervals are otherwise required by the KCC or rules and regulations
 - l. A layout of sewers and the proposed water distribution system
 - m. Proposed easements and access.

3. A completed environmental checklist, if required by KCC 20.44.
4. A downstream drainage analysis or any other requirement specified in the King County Surface Water Design Manual or KCC 9.04.
5. All covenants, easements, maintenance agreements or other documents regarding mutual use of parking and access.
6. Copies of all easements, deed restrictions or other encumbrances restricting the use of the site.
7. A phasing plan and time schedule, if the site is intended to be developed in phases or if all building permits will not be submitted within three years.
8. Documentation of the date and method of segregation for the subject property verifying that the lots or lots were not created in violation of the short subdivision or subdivision laws in effect at the time of creation.
9. A list of other development permits or permit applications filed for the same site.
10. Applicant legal status form.
11. Payment of fees.

The Department of Permitting will screen the commercial/industrial binding site plan application for completeness and will notify the applicant of any deficiencies or certify that the application is complete. The applicant will submit any additional information or documents which may be required by the Department of Permitting for the purpose of processing the binding site plan. Additional information sought after the application has been certified as complete will not affect the completeness of the application, but may affect the time required to process the application. The Department of Permitting may waive specific submittal requirements determined to be unnecessary for review of the application.

Check out the DDES Web site at www.kingcounty.gov/permits