



Binding Site Plan Application Checklist

For a binding site plan to be considered, a fully complete application must be filed with the Department of Local Services, Permitting Division (Permitting).

To complete this application, please include the following materials and information.

1. A completed [Binding Site Plan Application](#) 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 approved by Permitting. At a minimum, the proposed site plan must include:
 - a. The location and size of all proposed lots.
 - b. The proposed and existing structures, including elevations and floor plans. Plans that show building envelopes (outdoor elements that impact heating and cooling) rather than footprints (simply the building's boundaries) must include plans for unoccupied areas of the building envelope.
 - c. All proposed or existing uses, and maximum number of dwelling units (if any).
 - d. The location of planned or current open spaces, including any required landscaping.
 - e. The location of critical areas (land with natural hazards, or land that support certain unique, fragile or valuable resources).
 - f. A drawing of how people and cars will move around the site, and where people will get into and out of cars.
 - g. The number and location of planned or current parking spaces on and off the site.
 - h. A drainage plan that meets the requirements of the [King County Surface Water Design Manual](#), 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.

Checklist for Binding Site Application, continued

- k. A grading plan of the ground on the site, showing trees to be kept and trees to be cleared, with a topography contour drawing to a scale of five feet (unless smaller contour intervals are otherwise required by the KCC, rules, or regulations).
 - l. A layout of sewers and the proposed water supply system.
 - m. Proposed easements and rights of 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 parking and access.
 6. Copies of all easements, deed restrictions, or other encumbrances limiting the use of the site.
 7. A phasing plan and time schedule, if the site will be developed in parts, or if all building permits will not be submitted within three years.
 8. Documents to show that the property has never violated the short subdivision or subdivision laws.
 9. A list of other permits or permit applications filed for the same site.
 10. A completed [Legal Lot Status Form](#).
 11. Receipt or proof of fee payment. [Fee schedules](#)

Permitting will check your commercial/industrial binding site plan application and tell you that it is complete, or what it still needs. Permitting cannot process your application until it is complete. If some requirements are found to be unnecessary for your specific application, Permitting may waive them. Once Permitting says the application is complete, they may still ask for additional information, which could lengthen the application process.

