

BINDING SITE PLAN AMENDMENT *Checklist*



3715 Bridgeport Way W
University Place, WA 98466
PH: (253) 566-5656 FAX: (253) 460-2541

This is a checklist of materials required for a Binding Site Plan Amendment. This checklist is provided to assist you in submitting a complete application. If you have any questions, contact the Planning and Development Services Department at (253) 566-5656.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

Fees must be paid at the time of submittal. The table below indicates the standard number of sets required at the time of submittal. The number of plans is subject to change based on the scope of the project.

# OF SETS REQUIRED	DESCRIPTION
8	Binding Site Plan Application
8	Site Plan
8	Vicinity Map identifying proposed subdivision, including the nearest cross streets and a North arrow
8	SEPA Checklist
1	Title Report (must be dated within 30 days of application)
1	Notarized Owner Affidavit
4	Copy of Declarations of Covenants
2	Tree Survey (required if removing more than 5 trees): Location of all trees within the subdivision that are 6 caliper inches and above, measured 2 feet from the ground. Indicate all trees that are to be retained and those to be removed.
2	Landscape Plan
2	Water Availability Letter from Tacoma Water
1	Verification of Pierce County Assessor review submittal (copy of receipt)
1	Verification of Pierce County Utilities review submittal (copy of receipt and application)
1	Health Department Application – Reviewed and Approved (must turn in 8½" x 14" application stamped as received by TPCHD along with receipt. Take 2 copies to the Health Department so you can take one away with you)
2	Property Listings, Map and Mailing Labels for all lots within 300 feet (but not less than two parcels deep) of subject property. (Obtained from Pierce County Assessor, title company, or other approved method)

SERVICES:

Source of Water:	Source of Power:
Sewage Disposal:	Telephone:
Natural Gas:	Cable Television:

SITE PLAN DETAILS:

Total size of land to be subdivided:	Total number of lots to be created:
Number of commercial and industrial lots:	Total number of tracts to be created:
Total area in open space and landscaping:	Total area in commercial and industrial buildings:
Is there a master development plan for this development? _____ _____	
Is the project proposed to be built in phases? If so, how many? _____ _____	
List each building lot, size and proposed use of each: _____ _____ _____ _____ _____	
List each tract, size and proposed use of each: _____ _____ _____ _____	
Number of building(s), size, location and proposed use of each: _____ _____ _____ _____	
Proposed street system: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Both	

Total area in public streets:	Total area in private streets:
Total area in parking lots:	Total area of other impervious surfaces:
How many vehicle trips per day are to be generated by this development? (include formula for deriving this number):	
<hr/> <hr/> <hr/> <hr/>	
Will there be any shared common areas? (driveways, parking lots, landscaping):	
<hr/> <hr/>	
Are there any existing or proposed easements in the binding site plan area?	
<hr/> <hr/>	
Will there be any codes, covenants or restrictions on the lots created?	
<hr/> <hr/>	
Number of regular parking spaces:	Number of compact parking spaces:
Number and location(s) of loading areas:	
<hr/> <hr/> <hr/>	
Number and location(s) of signs:	
<hr/> <hr/> <hr/>	

I hereby certify under penalty of perjury under the laws of the State of Washington that I am the applicant listed above, and that all information and evidence herewith submitted are in all respects and to the best of my knowledge and belief, true and complete. I understand that the filing fee accompanying this application is not refundable, and is only for the purposes of defraying the normal administrative expenses of processing the application, and that the payment of said fees does not result in automatic issuance of the permit requested in this application.

Print Name:	<input type="checkbox"/> Owner <input type="checkbox"/> Agent/Other (specify):
Signature:	Date:

