



**CITY OF LACEY**  
 Community Development Department  
 PO Box 3400  
 Lacey, WA. 98509-3400  
 (360) 491-5642

OFFICIAL USE ONLY
Case Number: _____
Date Received: _____
By: _____
Related Case Numbers: _____ _____

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## BINDING SITE PLAN APPLICATION

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**PLEASE SUBMIT: 15 COPIES OF THIS APPLICATION, THE BINDING SITE PLAN, ONE 11"x 17" MAP, ONE COPY OF THE ENVIRONMENTAL CHECKLIST (Separate Fee For This), AND ONE COPY OF THE LOT OWNERS ASSOCIATION AGREEMENT AND PROTECTIVE COVENANTS.**

**OWNER NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

**SIGNATURE(S)**

I (We), the above-signed, do hereby affirm and certify, under penalty of perjury, that I/we am/are one (or more) of the owner(s) under contract of the below described property and that the following statements and answers are in all respects, true and correct on my information and belief as to those matters.

<b>APPLICANT NAME:</b> _____
<b>MAILING ADDRESS:</b> _____
<b>CITY, STATE, ZIP:</b> _____
<b>TELEPHONE:</b> _____
<b>SIGNATURE:</b> _____ <b>DATE:</b> _____

**ENGINEER/ARCHITECT NAME:** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME OF BINDING SITE PLAN:** \_\_\_\_\_

**PROPERTY LOCATION**

[ ]North [ ]South [ ]East [ ]West Side of \_\_\_\_\_ between \_\_\_\_\_

and \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Section:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_ **Assessor's Parcel Number:** \_\_\_\_\_

**Full legal description of subject property:** \_\_\_\_\_  
 (ATTACH SEPARATE SHEET IF NECESSARY)

Number of Lots: _____ Industrial: _____ Existing Zoning: _____ Average Lot Area: _____ Acreage In Open Space: _____ Length of Public Streets: _____ Length of Private Streets: _____	Commercial: _____ Smallest Lot Area: _____ Total Acreage: _____ Acreage in Parks: _____ Total Acreage of Public Streets: _____ Total Acreage: _____
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**UTILITIES**

**Water Supply (Name Of Utility, If Applicable):**

**Existing:** \_\_\_\_\_ **Proposed:** \_\_\_\_\_

**Sewage Disposal (Name Of Utility, If Applicable):**

**Existing:** \_\_\_\_\_ **Proposed:** \_\_\_\_\_

**Access (Name Of Road Or Street From Which Access Is Or Will Be Gained):**

**Existing:** \_\_\_\_\_ **Proposed:** \_\_\_\_\_

**The binding site plan shall show specifically and clearly, all of the following features and information on one or more maps:**

**1. General Information Required:**

- a. Proposed name of the binding site plan.
- b. The plat scale, datum, north arrow and date.
- c. The boundary lines of the tract to be divided.

**2. Scale and Size. The binding site plan shall be at a scale of not more than fifty (50) feet to the inch nor less than two hundred (200) feet to the inch.**

**3. Existing Conditions:**

- a. A Vicinity sketch indicating the boundary lines and names if adjacent subdivisions, streets and boundary lines of adjacent parcels, and the relationship of the proposed division to major highways, schools, parks, shopping centers, and similar facilities.
- b. If the binding site plan constitutes a re-plat, the lots, blocks and streets of the original plat shall be shown with dotted lines in their proper positions in relation to the new arrangement of the plat; the new plat being so clearly shown in solid lines so as to avoid ambiguity, all as required by RCW Chapter 58.12.
- c. The location and direction of all watercourses, lakes and streams and the location of all areas subject to flooding.
- d. Natural features such as rock outcroppings, marshes, wooded areas.
- e. Existing uses on the property, including location of all existing structures to remain on the property after platting.
- f. The location and size of all pertinent existing sewers, water mains, culverts and other public or private underground installations within the division and immediately adjacent thereto, and elevations of sewers at points of probable connections.
- g. The location, widths and names of both unopened and open streets, easements and other ways within or adjacent to the proposed binding site plan. The location of other important features such as the general outline of permanent buildings, water sources, power lines, telephone lines, railroads, city boundaries, section lines and section corners.
- h. Contours of sufficient intervals to indicate the topography of the entire tract for a sufficient distance beyond the boundaries of the proposed binding site plan as follows:
  - 1) Up to five percent (5%) slope, two-foot (2 foot) contours;
  - 2) Five percent (5%) and over slopes, five-foot (5 foot) contours.
- i. The existing monuments or other such identifying markers as required.

**4. Proposed Plan of Partitioning:**

- a. The location, width, name and approximate grade and radii of curves of streets.
- b. Approximate centerline grades, elevations, cuts and fills, including individual lot driveways, with extensions of these items for a reasonable distance beyond the limits of the proposed subdivision showing the finished grade of streets and the nature and extent of street construction.
- c. A proposal for domestic water supply; stating the source and a preliminary distribution system layout.
- d. Proposals for sewage disposal; storm water drainage and flood control.
- e. If lot areas are to be substantially graded, a plan showing the nature of cuts and fills and information on the character of the soil.
- f. Proposals for other improvements such as, electric utilities and boat docks, pathways and recreation facilities.
- g. The layout of proposed street rights-of-way, alleys, easements, lots and blocks, and the approximate dimensions of each.
- h. All parcels of land intended to be dedicated or temporarily reserved for public use, or to be reserved in the deeds for common use of the property owners in the subdivision with the purpose, conditions or limitations of such dedications or reservations clearly indicated.
- i. Trees and natural features which are to be preserved in the subdivision.
- j. A vicinity map accurate enough for the planning staff to locate the proposed plat without referring to the legal description, along with a common language description.

**IN ADDITION TO THE REQUIRED INFORMATION,**

**PLEASE COMPLETE PAGE FIVE (5) AND RETURN TO:**

**CITY OF LACEY  
DEPARTMENT OF COMMUNITY OF DEVELOPMENT  
PO BOX 3400  
LACEY, WA. 98509-3400**

**CITY OF LACEY  
PO BOX 3400  
LACEY, WA. 98509-3400**

## PLEASE PRINT OR TYPE INFORMATION:

**DOCUMENT TITLE(S) (OR TRANSACTIONS CONTAINED THEREIN):**

\_\_\_\_\_  
\_\_\_\_\_

**REFERENCE NUMBER(S) OF DOCUMENTS ASSIGNED OR RELEASED:  
(ON PAGE # \_\_\_\_\_ OF DOCUMENT(S))**

**GRANTOR(S) LAST NAME FIRST, THEN FIRST NAME & INITIAL)**

1: \_\_\_\_\_ ( LAST ) \_\_\_\_\_ ( FIRST ) \_\_\_\_\_ (INITIAL)  
2: \_\_\_\_\_ ( LAST ) \_\_\_\_\_ ( FIRST ) \_\_\_\_\_ (INITIAL)  
3: \_\_\_\_\_ ( LAST ) \_\_\_\_\_ ( FIRST ) \_\_\_\_\_ (INITIAL)  
4: \_\_\_\_\_ ( LAST ) \_\_\_\_\_ ( FIRST ) \_\_\_\_\_ (INITIAL)  
5: [ ] ADDITIONAL NAMES ON PAGE #: \_\_\_\_\_ OF DOCUMENT

**GRANTEE(S) LAST NAME FIRST, THEN FIRST NAME & INITIAL)**

1: \_\_\_\_\_ ( LAST ) \_\_\_\_\_ ( FIRST ) \_\_\_\_\_ (INITIAL)  
2: \_\_\_\_\_ ( LAST ) \_\_\_\_\_ ( FIRST ) \_\_\_\_\_ (INITIAL)  
3: \_\_\_\_\_ ( LAST ) \_\_\_\_\_ ( FIRST ) \_\_\_\_\_ (INITIAL)  
4: \_\_\_\_\_ ( LAST ) \_\_\_\_\_ ( FIRST ) \_\_\_\_\_ (INITIAL)  
5: [ ] ADDITIONAL NAMES ON PAGE #: \_\_\_\_\_ OF DOCUMENT

**LEGAL DESCRIPTION (abbreviated: i.e., lot, block, plat or section, township, range)**

[ ] ADDITIONAL LEGAL IS ON PAGE # \_\_\_\_\_ OF DOCUMENT

**ASSESSOR'S PROPERTY TAX PARCEL / ACCOUNT NUMBER**

[ ] ADDITIONAL LEGAL IS ON PAGE # \_\_\_\_\_ OF DOCUMENT

**THE AUDITOR / RECORDER WILL RELY ON THE INFORMATION PROVIDED ON THE FORM.  
THE STAFF WILL NOT READ THE DOCUMENT TO VERIFY THE ACCURACY OR  
COMPLETENESS OF THE INDEXING INFORMATION PROVIDED HEREIN.**