



CITY OF PASCO BINDING SITE PLAN APPLICATION

PURPOSE: The purpose of a binding site plan is to provide an alternative method of land subdivision to that which is provided under the standard subdivision or short plat process of this title. The intent of the binding site plan process is to promote orderly and efficient community growth within the requirements of RCW 58.17.035.

APPLICABILITY: The division of property by the binding site plan process may only be used for the following:

1. Division of land for the sale or lease of commercial or industrially zoned property as provided in Title 25;
2. The division of land for the purposes of leasing space for mobile homes or travel trailers so long as the site plan complies with all applicable mobile home park and zoning regulations;
3. The division of land involving improvements constructed or to be constructed thereon, that will be one or more condominiums or owned by an association or other legal entity.

REQUIREMENTS:

1. Title report current within thirty (30) days
2. Completed SEPA checklist
3. Application fee of **\$375** (\$300 application fee + \$75 SEPA fee)
4. Six (6) copies of the Binding Site Plan in a paper format of 18 x 24 inches which show:
 - a. Name of the binding site plan and space for numerical assignment;
 - b. Legal description of the entire parcel, legal description of each proposed lot, square footage of each lot, date, scale and north arrow;
 - c. Boundary lines, rights-of-way for streets, easements and property lines of lots and other sites with accurate bearings dimensions or angles and arcs and of all curve data;
 - d. Names and rights-of-way widths of streets within the parcel and immediately adjacent the parcel;
 - e. Number of each lot and block;
 - f. References to covenants, joint use, access easements or other agreements either to be filed separately or with the binding site plan;
 - g. Zoning setback lines and building envelopes where applicable;
 - h. Location, dimension and purpose of any easements noting if the easements are private or public;
 - i. Location and description of monuments and all lot corners set and found;

- j. Datum, elevations and primary control points approved by the City Engineer, descriptions and ties to all control points shall be shown with dimensions angles and bearings;
- k. A dedicatory statement acknowledging public and private dedications and grants;
- l. Parking areas, loading areas, general circulation, landscaping area;
- m. Proposed use and location of buildings with dimensions where applicable;

PROCESS: A fully completed application for binding site plan approval shall be approved with conditions, returned to the applicant for modifications or denied within thirty (30) days of its receipt by the City Planner unless the applicant agrees, in writing, to an extension of this period.

Upon receiving a complete application for binding site plan approval, the City Planner shall transmit a copy of the short plat, together with copies of any accompanying documents as the City Planner deems appropriate, to the following:

1. City Engineer
2. Fire Chief
3. Any other City department, utility provider, school district or other public or private entity as the City Planner deems appropriate.

In transmitting the proposed binding site plan to the parties referenced above, the City Planner shall solicit their comments and recommendations, and note the date by which comments and recommendations must be received by the City Planner in order to be considered. Any comments received by that date shall be incorporated into the formal findings which will form the basis of the City Planner's decision on the binding site plan.

The City Planner shall review the proposed binding site plan and determine its conformance to the general purposes of this Title, its conformance with the Comprehensive Plan and its conformance with the Zoning Ordinance and any other applicable land use controls.

APPROVAL AND FILING: Upon approval of the binding site plan by the City Planner, the applicant shall take the original mylar binding site plan, obtain all other approvals from affected utilities and the County Treasurer, and file it with the County Auditor, conforming to statutory requirements.

STANDARDS FOR BINDING SITE PLANS: The following standards shall apply to binding site plans:

1. All binding site plans shall be drawn on mylar 18 inches x 24 inches;
2. Division lines between lots on binding site plans shall be considered lot lines under PMC Title 25;
3. Each such tract or lot created by a binding site plan shall have one (1) designated front lot line and one (1) rear lot line including those which have no street frontage;

4. All tracts, parcels and lots created by a binding site plan shall be burdened by an approved maintenance agreement maintaining access to the various lots, tracts and parcels and for the costs of maintaining landscaping and other common areas;
5. When any lot, tract or parcel is created without street frontage, access easements shall be provided and said easements shall be recorded in the County Auditor's Office with the recording number and an easement notation provided on the face of the binding site plan.
6. Sufficient parking for each use must be located on the lot where the use is located or through joint parking agreements with adjoining owners. Notations on parking agreements must be provided on the face of the binding site plan. All parking lots shall be paved and designed to control drainage on-site;
7. Except for interior lots all setbacks for structures shall be the same as required in the zoning regulations and PMC Title 25;
8. Lots within an approved binding site plan do not have to meet lot requirements as prescribed in this title and Title 25.

SUBMISSION OF BINDING SITE PLAN:

Allow a minimum of 3 working days for City of Pasco to determine if the application is acceptable for review. The applicant must submit all payments associated with the final plat—including but not limited to water rights fees and subdivision improvement bonding—at the time the final plat is submitted for signatures. This process will take a minimum of 5 working days to complete. Due to the complex nature and importance of these documents no exception to the minimum timeframes will be granted.



Community & Economic Development Department
PO Box 293, 525 N 3rd Ave, Pasco, WA 99301
P: 509.545.3441 / F: 509.545.3499

Fee: \$375

CITY OF PASCO
BINDING SITE PLAN APPLICATION

Master File # _____

Date Submitted: _____

Applicant Info	Owner Info (if different than applicant)
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

Project Address: _____

Project Parcel Number: _____

Current Zoning: _____

Number of lots proposed: _____

Source of domestic water: _____

Method of sewage disposal: _____

☐ Binding Site Plan

☐ SEPA checklist

☐ Fee of \$375

☐ Title Report

Applicant Signature

Date