

WHATCOM COUNTY
Planning & Development Services
5280 Northwest Drive,
Bellingham, WA 98226-9097
360-676-6907, TTY 800-833-6384
360-738-2525 Fax



J.E. "Sam" Ryan
Director

Interim
General and Specific Binding Site Plan
Application

File #(s) _____

Project Name _____

Applicant

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Legal Property Owner

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Contact Person

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Surveyor

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Parcel Information

Property interest of the applicant: Purchaser Lessee Other_____

Tax Parcel Number(s) (APN) _____

Parcel size: _____ in acres

Legal Description: Lot _____ Block _____ Div _____ Plat _____
_____ 1/4 _____ 1/4 Section _____, T _____ N, R _____ W.M

Site Address _____

Location in Common Language _____

Total Acreage _____ Deed attached: Yes No

Does the Owner of this Property Own any Contiguous Property? Yes No

Zoning Designation _____ Comp Plan Designation _____

Subarea _____ Shoreline Yes No

Fire District _____ Water Supply Source _____

Sewage Disposal Method _____

Fee Receipt# _____

I/we _____ hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge.

Signature of Applicant

Signature of Applicant

Date

Date



General and Specific Binding Site Plan Intake Checklist

The following requirements for a fully completed application and any other information must be provided in order to initiate a review for a Determination of Completeness.

Applicant Checklist		PDS Checklist
	1. Written and Other Data and Fees	
<input type="checkbox"/>	a) Name, address and phone number of owner(s), applicant, and contact person	<input type="checkbox"/>
<input type="checkbox"/>	b) A separate map scaled at 1 inch = 400' for assignment of addresses	<input type="checkbox"/>
<input type="checkbox"/>	c) Lot closures for the parcel being subdivided, each lot, and any dedicated right-of-way	<input type="checkbox"/>
<input type="checkbox"/>	d) Title report issued no more than 60 days prior to final signature by the County Council Chair	<input type="checkbox"/>
<input type="checkbox"/>	e) Copies of covenants, conditions and restrictions (CC&Rs)	<input type="checkbox"/>
<input type="checkbox"/>	f) As-built drawings for road and drainage improvements	<input type="checkbox"/>
<input type="checkbox"/>	g) Fees as specified in the Unified Fee Schedule	<input type="checkbox"/>
	2. Map Data	
<input type="checkbox"/>	a) General or specific binding site plan size is 18 inches x 24 inches	<input type="checkbox"/>
<input type="checkbox"/>	b) Seven map copies from original drawings	<input type="checkbox"/>
<input type="checkbox"/>	c) Name of owner(s)	<input type="checkbox"/>
<input type="checkbox"/>	d) Name of proposed binding site plan	<input type="checkbox"/>
<input type="checkbox"/>	e) Section, township, range, and municipal and county lines within the vicinity	<input type="checkbox"/>
<input type="checkbox"/>	f) Common engineering map bar scale (1 inch = 100' or larger), north arrow, legend, and sheet numbers	<input type="checkbox"/>
<input type="checkbox"/>	g) Perimeter of the subdivision shall be depicted with heavier lines	<input type="checkbox"/>
<input type="checkbox"/>	h) File number of the preliminary binding site plan	<input type="checkbox"/>
<input type="checkbox"/>	i) Existing and proposed street names	<input type="checkbox"/>
<input type="checkbox"/>	j) Legal description of the land being divided	<input type="checkbox"/>
<input type="checkbox"/>	k) All lot and tract areas	<input type="checkbox"/>
<input type="checkbox"/>	l) Vicinity map	<input type="checkbox"/>

- m) Names and numbers of any adjacent subdivisions, short subdivisions, and binding site plans
- n) Complete bearings, lineal dimensions, radii, arcs, and central angel of all lines and curves of any lot or boundary lines within the binding site plan
- o) Location of all permanent control monuments found and established at the controlling corners of the parcel being divided and within the land division
- p) Location of all monuments or other evidence used as ties to establish the land division boundaries and the basis of bearing
- q) Type and location of monuments and the date set
- r) Sequential numbers assigned to all lots
- s) Locations and widths of all easements shown as dashed lines, and a description of the purpose of the easement (including beneficiary)
- t) Location and description of all fence and building encroachments and other matters which, in the judgment of a professional land surveyor, give rise to alternate boundary locations resulting from occupational evidence or prescriptive rights
- u) Location, width, geometry, centerline, and names of all roads within and adjoining the binding site plan
- v) Identify and locate all utilities, permanent wells and associated protective zones
- w) Roads not dedicated to the public must be clearly marked
- x) A reference to any covenants, conditions and restrictions (CC&Rs)
- y) The statement required under RCW 58.17.040(7)(e)
- z) Dedication and declaration signature block
- aa) Acknowledgement blocks
- bb) Surveyor's certificate, signature block and seal
- cc) County engineer's certificate
- dd) Director of planning and development services certificate
- ee) County health and human services department certificate
- ff) Count treasurer's certificate
- gg) County auditor's certificate
- hh) Land surveyor notes



Fee Responsibility

Venue and Jurisdiction: The parties hereto recognize and agree that the venue of any action involving their rights or obligations related to this application shall be in Whatcom County, and the parties' rights and obligations hereunder shall be determined, in accordance with the laws of the State of Washington.

Fee Guaranty: Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment of fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule and that my personal guarantee is part of the consideration for review of the application.

I/we _____ hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge, and that the list of surrounding property owners is complete and current.

Signature of Applicant

Signature of Owner

I certify that I know or have satisfactory evidence that _____
is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Notary Signature: _____

Printed Name: _____

Residing at: _____

My appointment expires: ____ / ____ / ____

Application received by: _____

Date: _____



Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form, which will provide authorization for a designated agent to apply for permits on your behalf. This form is required for the protection of the property owner. Planning and Development Services will not accept an application that is not either signed by all property owners or accompanied by this form.

I/we, _____, the owner(s) of the subject property, understand that by completing this form I hereby authorize _____ to act as my agent. I understand that said agent will be authorized to submit applications on my behalf. I also understand that once an application has been submitted that all future correspondence will be directed to the agent.

Property Owner(s) Printed Name

Property Owner(s) Signature

Date

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Notary Signature: _____

Printed Name: _____

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: ____/____/____

Application received by: _____

Date: _____



Instructions for Obtaining Names, Addresses and Parcel Numbers of Property Owners within 300 – 1,000 Feet of Your Property for Notice Purposes

It is the applicant's responsibility to obtain a complete, up-to-date list of all owners of property located within 300 feet of the property boundaries (if within an Urban Growth Area) or 1,000 feet (if outside an Urban Growth Area) of the subject parcel in this application. Failure to provide a complete list may result in a delay of the processing of the application or a continuance of a scheduled hearing.

The above information may be obtained either from a Title Company or the Whatcom County Assessor's Office located in the Whatcom County Courthouse. The Assessor's Office staff will assist you in locating the required maps and scaling the 300 or 1,000 foot distance. There is a public computer available for your use. These instructions will aid you in locating the required information:

- ◆ Locate the subject parcel (your property) on the appropriate map using your Assessor's Parcel number from your tax notice.
- ◆ **Carefully** measure 300 feet or 1,000 feet from the subject property boundaries in all directions (including across roads). List the complete 12 digit parcel numbers of all properties located within the required 300 or 1,000 foot area.
- ◆ Using the assessment roll on the computer, find the owner of each parcel.
- ◆ If the owner listed is a bank, savings and loan or other financial institution, you must also record the title owner's name and loan number from the listing. If there is no name other than the loan number and the financial institution, list the name and address of the financial institution, as they may be able to forward the notice if they are provided with the loan number.
- ◆ Make sure you obtain the most up-to-date assessment roll, in case a property may have been recently sold.
- ◆ Using the name and address master file, locate the mailing address of each parcel owner. Those not in the name index may be located through the telephone directory, city directory or other sources. This address is vitally important and must be complete and legible.
- ◆ This list of property owners, their mailing addresses and parcel numbers must be submitted with your permit application. County ordinances and due process requirements make the provision of proper notice to property owners within 300 feet or 1,000 feet (depending upon whether it is located within a Urban Growth Area) of the subject parcel mandatory. No permit can be granted if the notice is defective. The Hearing Examiner requires strict compliance with the notice provisions of the ordinances.

- ◆ The applicant is also required to submit typed, self-adhering (self-stick) mailing labels containing the name and address of each of the above property owners, with the permit application. If one person owns more than one parcel of land please do **not** provide multiple labels, one label will suffice as we only send out one notice to the property owner.

I/we _____ hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge, and that the list of surrounding property owners is complete and current.

Signature of Applicant

Signature of Applicant

Dated this _____ day of _____, 20_____ .

I certify that I know or have satisfactory evidence that _____
_____ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated: _____

Notary Signature: _____

Print Name: _____

Notary Public in and for the State of Washington

Residing at: _____

My appointment expires: _____/_____/_____