



# Binding Site Plan Application

6000 Main St. SW, Lakewood, WA 98499  
Phone: (253) 512-2261

Application Fee: \$2,200.00  
Technology Fee: \$44.00

No. of Copies Required:	Description of Required Documents:	Required:
1	Binding Site Plan Application Fee	A
1	Binding Site Plan Application	A
1 per agency	Supporting documentation which demonstrates that your application has been filed for review with the following agencies: <ul style="list-style-type: none"> <li>➤ Pierce County Assessor</li> <li>➤ Pierce County Public Works (if on sewer)</li> <li>➤ Tacoma-Pierce County Health Department (if on septic)</li> </ul>	A
1	Applicant/Owner Affidavit of Posting*	A
1	Binding Site Plan	A
1	Documentation necessary to verify legal lot status. Refer to LMC 18A.50.115.A.2. These documents may include recorded deeds, subdivision records, or recorded boundary line adjustments or possibly a chain of title report. **	A
1	Current Title Report (Issued within 30 Days of submittal)	A
1	Declaration of Covenants, Conditions and Restrictions	A
See SEPA Form	SEPA Checklist, fee, and application materials	M
1	Tree Retention Plan (See CDD Handout #5)	M

A=Always required.

M=May be required.

\* PRIOR TO APPLICATION SUBMITTAL, the applicant will be required to post a notice board on the property. The notice board shall be a four foot by four foot (4'x4') plywood generic notice board mounted and bolted onto at least two (2) four inch by four inch (4"x4") wood posts and placed securely in the ground. The notice board shall be placed by the applicant in a conspicuous location on the street frontage bordering the subject property.

\*\*NOTE - Applications and all required documentation are required to be submitted through our online dashboard <https://pals.cityoflakewood.us/palsonline/#/dashboard>.

\*\*\*If you have any questions, please ask to speak with a planner.

*Handouts and application forms may be revised without notice.*



**Binding Site Plan Application**  
**(Residential or Commercial/ Industrial**  
**Condominium Projects)**

**ADDRESS/LOCATION:** \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_ **ZONE:** \_\_\_\_\_

**PIERCE COUNTY PARCEL NUMBER (S):** \_\_\_\_\_ **ACRES:** \_\_\_\_\_

**PROPOSED PROJECT DESCRIPTION/ INTENT:**

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

**APPLICANT:** (mandatory)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Professional License No: \_\_\_\_\_

Signature: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**AGENT/ CONSULTANT/ ATTORNEY:** (mandatory if primary contact is different from applicant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ License No: \_\_\_\_\_

.....  
**PROPERTY OWNER 1:** (mandatory if different from applicant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

**PROPERTY OWNER 2:** (if more than two property owners attach additional info/signature sheets)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

**The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we constitute all of the legal owners of the property described above and designate the above parties to act as our agent with respect to this application:**

**OFFICE USE ONLY:**

APPLICATION NO.: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_ RECEIVE DATE: \_\_\_\_\_

COMPLETENESS REVIEW BY: \_\_\_\_\_ REVIEW DATE: \_\_\_\_\_

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A BINDING SITE PLAN APPLICATION:

- A. **The completed original application form and one (1) additional copy, making sure that all of the required signatures have been obtained.**
- B. One (1) copy of the Applicant/Owner Affidavit of Posting form, to include all of the required signatures.
- C. Supporting documentation which demonstrates that your application has been filed for review with the following agencies:
  - **Pierce County Assessor**
  - **Pierce County Public Works (if on sewer)**
  - **Tacoma-Pierce County Health Department**
- D. One (1) copy of the proposed Binding Site Plan.
- E. One (1) copy of a current title report (issued within 30 days of short plat submittal).
- F. **One (1) copy of documentation necessary to verify legal lot status. Refer to LMC 18A.50.115.A.2. These documents may include recorded deeds, subdivision records, or recorded boundary line adjustment documents or possibly a chain of title report.\***
- G. If applicable, a completed SEPA checklist and associated fees.\*
- H. All covenants, easements, maintenance agreements or other documents regarding mutual use of the site, parking and access.
- I. ***If the application is associated with a development proposal***, please provide a copy of a proposed site plan prepared by a Professional Land Surveyor, licensed in the State of Washington, in a manner prescribed by the Director. At a minimum, the proposed site plan shall include:
  - 1. The location and size of all proposed lots and/or ownership tracts/ units;
  - 2. Proposed and existing structures including elevations and floor plans as known (plans which show building envelopes rather than footprints must include post-construction treatment of unoccupied areas of the building envelopes);
  - 3. All proposed or existing uses;
  - 4. The location of proposed or existing open space including any required landscape areas;
  - 5. The location and identification of critical areas;
  - 6. The layout of an internal vehicular and pedestrian circulation system, including proposed ingress and egress for vehicles;
  - 7. The number and location of proposed or existing parking spaces on and off the site;
  - 8. A drainage plan which will accommodate the maximum proposed square footage of impervious surface and the maximum proposed square footage of impervious

surface exposed to vehicular use, subject to the requirements of the City's Surface Water Design Manual or other City surface water design standards.

9. The location and size of utility trunk lines serving the site;
  10. The location and size of water bodies and drainage features, both natural and manmade;
  11. A grading plan showing proposed clearing and tree retention and the existing and proposed topography, detailed to five-foot contours, unless smaller contour intervals are otherwise required by the City Code or rules and regulations promulgated thereunder;
  12. A layout of sewers and the proposed water distribution system;
  13. Proposed easements and access.
- J. If applicable, a downstream drainage analysis or any other requirement specified in the City's Surface Water Design Manual, Site Development Regulations or Surface Water Policy Ordinance.
- K. One (1) copy of signed Certificate of Water Availability from the applicable water service provider.

\*If you have questions, please ask to speak with a planner.

**PRIOR TO APPLICATION SUBMITTAL, the applicant will be required to post a notice board on the property. The notice board shall be a four foot by four foot (4'x4') plywood generic notice board mounted and bolted onto at least two (2) four inch by four inch (4"x4") wood posts and placed securely in the ground. The notice board shall be placed by the applicant in a conspicuous location on the street frontage bordering the subject property.**

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## APPLICANT/OWNER AFFIDAVIT OF POSTING

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I, \_\_\_\_\_ state and swear; that in compliance with the provisions of the City of Lakewood Land Use and Development Code, I caused to have posted a four foot by four foot (4'x4') plywood face generic notice board in \_\_\_\_ conspicuous place(s) on the street frontage bordering the subject property which is the subject of the \_\_\_\_\_ application on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

OR

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date