

Lewis County Community Development

2025 NE Kresky Ave, Chehalis, WA 98532 Phone: (360) 740-1146 • Fax: (360) 740-1245

BINDING SITE PLAN Type III Application

Process:

The **general** process includes the following.

- **Application Submittal.** The applicant submits a complete application, including a preliminary binding site plan map drawn by a Washington State Licensed Professional Land Surveyor.
- **Completeness Review.** The Planning Department reviews the application for completeness. If additional information is needed, the department will notify the applicant.
- **Department Review.** The application is forwarded to different departments for review. When the review is finished, the departments notify the Planning Department of comments or conditions.
- **Preliminary Decision.** The Planning Department will schedule a Public Hearing with the Lewis County Hearings Examiner and make a recommendation on the proposal. The Hearings Examiner's will make the preliminary decision.
- **Final Decision.** Once the conditions are met and all improvements are installed or bonded for, a final binding site plan map may be submitted to Planning Department for final signatures or final binding site plan approval. Relevant departments will review the binding site plan map.
- **Final Document Recording.** Once the map is signed, the applicant is responsible for having the final map recorded with the Lewis County Auditor. All costs associated with the recording of the final map shall be paid by the applicant. All property taxes and assessments shall be paid in full for the year in which the final map is recorded. The map must be recorded at the Lewis County Auditor's Office within 30 days of the final map approval.

Requirements:

Binding site plans must show:

All development is outside designated critical areas and buffers

Demonstrate this by showing all critical area boundaries and buffers on the proposed binding site plan map. All buffers must comply with existing Lewis County development regulations, including, but not limited to: the Critical Areas Ordinance, the Shoreline Master Program, and the Flood Hazard Prevention Ordinance.

Adequate provisions are made for roads, waste disposal, and water:

- **Access.** Access from a public road requires an access or approach permit. If access is proposed from a state highway, the State Department of Transportation must review and approve access. Even if there is a current access permit, the DOT must review and approve access based on the subdivision proposal.
- **Roads.** Roads are required to meet County standards. A maintenance agreement must be provided for private roads to show how they will be maintained.
- **Wastewater Disposal.** Wastewater treatment is required to meet City and/or County standards. All proposed and existing sewage systems or septic systems and/or connections to public systems shall be indicated on the map. If individual septic systems are proposed, a soil survey shall be submitted for each lot (if commercial or industrial) or for the RV Park that demonstrates that a septic system is feasible, in compliance with County Health Department standards.
- **Approved Water. Adequate water is available for the proposal.** The location of wells or public water connections are required to be indicated on the map. If water from a water service provider is proposed, the applicant must submit certification from the provider that water is available in quality and quantity sufficient for the proposed use of all lots/spaces within the binding site plan. If individual wells or a public well is proposed. The proposed locations shall be shown on the drawings and include the 100-foot radius Sanitary Control Area.

Disclaimer:

If your parcel is in a special tax program such as Open Space Farm and Agricultural Land, Open Space Timber, or Designated Forest Land, or if you are getting a Senior Exemption on your taxes, you are encouraged to discuss any considered land divisions or binding site plans with the Assessor's Office BEFORE making those changes. Land divisions or binding site plans may involve undesired tax consequences. You may reach the Assessor's Office at (360) 740-1392.



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BINDING SITE PLAN

Type III Application

Required Submittals: The following are required to be submitted for a binding site plan application:

APPLICANT	STAFF	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Survey Map drawn by a Washington State Professional Land Surveyor (PLS) - With all the requirements on the Lewis County Community Development 'Binding Site Plan Survey Map Requirements' Handout.
<input type="checkbox"/>	<input type="checkbox"/>	Completed 'General Information'
<input type="checkbox"/>	<input type="checkbox"/>	Completed 'Binding Site Plan' Application
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of a legal lot of record that meets the criteria in the Lewis County Code Chapter 16.02.050
<input type="checkbox"/>	<input type="checkbox"/>	Lot Closure Notes for each lot prepared by a Washington State Professional Land Surveyor (if commercial or industrial BSP)
<input type="checkbox"/>	<input type="checkbox"/>	Adequate Facilities Memos
<input type="checkbox"/>	<input type="checkbox"/>	Existing road maintenance agreements, well maintenance agreements, community on-site sewage disposal system maintenance agreements, and/or restrictive covenants that apply to the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	For applications proposing service from a public or municipal sanitary sewer or water system, letters from an approved water or sewer purveyor stating the ability to provide service to each of the proposed lots/spaces. For those proposing septic systems, copies of soil evaluations for each lot or RV Park. If wells are proposed, a copy of certification of water availability
<input type="checkbox"/>	<input type="checkbox"/>	SEPA as required for the project
<input type="checkbox"/>	<input type="checkbox"/>	Application Fees
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

For Official Use Only:

Date of Completed Application: _____	Application Number: _____
Associated Permits: _____	Permit Technician: _____

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BINDING SITE PLAN SURVEY MAP REQUIREMENTS

Survey Maps: Five (5) copies of a map (18" by 24" Survey) meeting all the requirements for recording by the Lewis County Auditor to the Administrator for review with, permanent black ink, and meeting the requirements of WAC 332-130-050 and RCW 58.58.09.

APPLICANT | STAFF

- A label identifying the map as a Binding Site Plan
- A reference to the binding site plan number (BSP) on the face of the map
- Original legal description and proposed legal descriptions on the face of the map
- A vicinity map, the date, and north arrow
- The names and addresses of the owner
- The acreage of the proposed lots or square feet of RV spaces
- The original lot lines
- The proposed lot lines or RV spaces with a number assigned to each lot or RV space. Lot or RV space numbers are to begin with number one (1) and proceed in a consecutive sequence
- The location, width, and names of all existing streets, ingress, egress, or easements within or adjacent to the proposal, including, but not limited to, existing or proposed easements to provide access to each lot/space, and indication as to whether they be public or private and the Auditor's File Number
- The location of existing structures, fences, buildings and improvements
- The location of natural features such as water bodies, rivers, steep slopes and wetlands
- The location of all existing and proposed wells and septic systems including reserve areas, water lines, sanitary control areas, and other utility lines
- The point of proposed access for each lot or space to the public road, whether each lot or space shall use a common access or have individual access
- The boundaries of any land to be reserved for the common use of the property owners
- Location (to the extent possible) of all section and section subdivision lines referenced in the legal description of the entire property to be subdivided
- Survey maps shall also contain
 - i. Name of professional land surveyor (PLS), stamp and signature of PLS
 - ii. Any monuments and markers of record, a minimum of two corners must be set or found
 - iii. A signature block for the approval and signature of the Administrator, and the date signed
 - iv. Signature block for Treasurer with a statement that property taxes for the parcel within this map have been paid through the year of recording
 - v. Signature block for Auditor
 - vi. Signature block and notary block for owners

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GENERAL INFORMATION

Property Owner Information:

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Tax Parcel Number (s): _____ Zoning: _____ Acreage: _____

Site Address: _____

_____ Quarter Section, Section _____, Township _____ North, Range _____ East/West (Circle One)

Applicant (if different from owner):

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Tax Parcel Number (s): _____ Zoning: _____ Acreage: _____

Site Address: _____

Surveyor or Other Contractor Information (Attach additional sheets if necessary):

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Acknowledgment

- Permission to Enter:** I understand that County regulations require owner permission for County personnel to enter private property to conduct permit processing, review, and inspections. I also understand that my failure to grant permission to enter may result in denial or withdrawal of a permit or approval. By my signature below, permission is granted for representatives of the Community Development, Environmental Health, and Public Works Department to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections or reviews.
- Prior Notification:** Prior notification of the date of inspections will take place is: Required Not Required
(_____) (Must provide phone number where applicant/representative can be reached)
- Legal Owner/Authorized Representative:** I/We certify that all plans, specifications and other submissions required in support of this application conform to the requirements of all federal, state, and local codes and applicable laws and ordinances; and I certify that I am either the current legal owner of this property or their authorized representative. With this document, I take full responsibility for the lawful action that this document allows.
- Certification:** I certify that I have read and understand the limitations and conditions of Lewis County Code and agree to comply with all conditions of approval. I understand that any permits issued by Lewis County, consistent with the attached site plan, are valid ONLY if construction is in according to this plan and all other conditions of the permit are followed. By my signature below, I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

Signature: _____

Date: _____

Check one: Owner Authorized Agent

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BINDING SITE PLAN

Supplemental Information:

For RV Parks-Written narrative of how the proposed RV Park is in compliance with Lewis County Code Chapter 16.14.

Parcel Number(s): _____ **Permit Number:** _____

Site Characteristics:

How many lots (or RV spaces) are proposed? _____

Has the existing lot previously been subdivided with any type of subdivision process? Yes No

If Yes, what is the Auditor's File Number (AFN)?: _____

Total acreage of the existing lot(s): _____

Please describe the provisions proposed to make the proposed development compatible with the appearance and character of the surrounding area.

Please describe the provisions proposed to safeguard the adjoining properties against any detrimental effects caused by the development.

Hours of operation: _____ Number of employees: _____

Proposed common facilities: _____

Proposed Development Details (Attach Additional Sheets if Necessary):

Proposed Lots (or RV spaces)	Lot/Space 1	Lot/Space 2	Lot/Space 3	Lot/Space 4	Lot/Space 5
Proposed Lot (or RV space) Size?					
Existing Structures Present on the Lot (or space for RV Park)? If yes, what type? (Residential, Commercial, Outbuildings)					
Current Wastewater Treatment Provided to the Lot (or space for RV Park)? If yes, what type? (Septic, dump station(s), or sewer)					
Proposed Wastewater Treatment for the Lot (or space for RV Park)?					
Current Water Provided to the Lot (or space for RV Park)? If yes, what type? (Group A, Group B, Well – Include Name of System)					

Continued...

Lewis County Community Development

Proposed Water Source for the Lot (or space for RV Park)?					
Proposed Future Use of the Lot (or space for RV Park)? (Residential, Commercial, Industrial, RV Park, Other)					

Certification

I/we the undersigned, as the applicant, hereby certify that the map and legal descriptions attached hereto show the entire contiguous ownership in which I/we have an interest by reason of ownership, contract for purchase, earnest money agreement or option for purchase by any person, firm, or corporation in any manner connected with this proposed binding site plan and that the following is the signature(s) of the owner, contract purchaser, or their representative. Also, that all adjoining land is owned by others not associated by a land development business relationship with the owner. Also, that the information contained in this application, map, legal descriptions, and any other supporting documents is true and correct to the best of my/our knowledge.

Signature: _____ Date: _____

Signature: _____ Date: _____

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ADEQUATE FACILITIES-FIRE

Date: _____

Fire District: _____

Dear Fire Commissioners or Fire Chief,

We are requesting a land use permit for _____

Located at _____
which lies within your district. Please respond below to indicate whether or not your district has the capacity to serve the proposal or will have the capacity to serve the proposal at the time of development.

Sincerely,

(Applicant)

Fire Commissioners or Fire Chief:

Adequate facilities mean: For residential or commercial buildings with a height of 35 feet and below, two stories or less, and 50,000 square feet or less, the local fire district has the equipment and personnel to serve the new facility without a change in the current level of service for similar facilities existing in the district. For industrial or commercial over 35 feet in height, the district has the equipment and personnel to serve the new facility consistent with the adopted standards of the district, including local fire codes. Fire Districts can provide or secure adequate emergency services to this location for the proposed project.

- Yes, we have the capacity to serve the proposed development, or will have the capacity at the time it is developed.
- No, we do not have the capacity to serve the proposed development

Please print name: _____ Phone number: _____

Signature: _____ Date: _____

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ADEQUATE FACILITIES-LAW ENFORCEMENT

Date: _____

Law Enforcement Agency: _____

Dear Sheriff or Police Chief,

We are requesting a land use permit for _____

Located at _____

which lies within your district. Please respond below to indicate whether or not your district has the capacity to serve the proposal or will have the capacity to serve the proposal at the time of development.

Sincerely,

(Applicant)

Sheriff or Police Chief:

Adequate facilities mean: The Law Enforcement Agency can provide adequate emergency services to the location of the proposed development.

Yes, we have the capacity to serve the proposed development, or will have the capacity at the time it is developed.

No, we do not have the capacity to serve the proposed development.

Please print name: _____ Phone number: _____

Signature: _____ Date: _____

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ADEQUATE FACILITIES-REFUSE DISPOSAL

Date: _____

Disposal Company: _____

To whom may concern,

We are requesting a land use permit for _____

Located at _____

which lies within your district. Please respond below to indicate whether or not your district has the capacity to serve the proposal or will have the capacity to serve the proposal at the time of development.

Sincerely,

(Applicant)

Disposal Company:

Adequate facilities means: facilities are available where the project does not adversely affect the ability of the local and/or regional solid waste authorities from accomplishing the goals and objectives of the adopted county solid waste comprehensive plan. Adequacy includes pick up, transport, disposal, or transfer of solid waste.

Yes, we have the capacity to serve the proposed development, or will have the capacity at the time it is developed.

No, we do not have the capacity to serve the proposed development.

Please print name: _____ Phone number: _____

Signature: _____ Date: _____

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ADEQUATE FACILITIES-SCHOOLS

Date: _____

School District: _____

To whom may concern,

We are requesting a land use permit for _____

Located at _____

which lies within your district. Please respond below to indicate whether or not your district has the capacity to serve the proposal or will have the capacity at the time of development.

Sincerely,

(Applicant)

School District:

Adequate facilities mean: For residential uses, the school can reasonably accommodate the school population anticipated from the new development within existing facilities, together with state or federal funds expected as a result of growth or changes within the district. For commercial or industrial uses, the traffic or other impact to the school does not interfere with reasonable school operations or safety.

- Yes, we have the capacity to serve the proposed development, or will have the capacity at the time it is developed and the proposed project does not interfere with reasonable school operations or safety.
- No, we do not have the capacity to serve the proposed development or it interferes with reasonable school operations and/or safety.

Please print name: _____ Phone number: _____

Signature: _____ Date: _____