



PUBLIC WORKS DEPARTMENT

BINDING SITE PLAN REVIEW CHECKLIST

Project Name: _____

Date: _____

Project No.: _____

By: _____

Circled items need to be addressed. **Checked** items are complete.

1. _____ Name of plat shown.
2. _____ City File Number shown.
3. _____ S-T-R shown. (WAC)
4. _____ Each sheet, of a multiple sheet recording, has sheet number and total number of sheets shown. (WAC)
5. _____ Scale of drawing and graphic scale shown, at a scale no less than 1"=100'. (WAC)
6. _____ Date of drawing shown.
7. _____ Previous subdivision lots, blocks, Rights-of-Way and easements shown as dotted lines.
8. _____ Building envelope(s) (BSBL) or Building footprint(s) shown.
9. _____ Proposed lot lines shown as solid lines.
10. _____ Lots consecutively numbered.
11. _____ Proposed lot areas shown.
12. _____ North arrow shown. (WAC)
13. _____ Basis of bearing shown. (WAC)
14. _____ Vertical datum noted as NGVD-29. (WAC)
15. _____ Distances in feet and decimals of a foot. (WAC)
16. _____ Bearings, angles or azimuths in degrees, minutes and seconds. (WAC)
17. _____ Radius, delta and arc length of curves shown. (WAC)
18. _____ Minimum text size 0.08". (WAC)
19. _____ Finish-grade and existing ground contours shown at two-foot intervals for slopes < 20% and five-foot intervals for slopes 20% or greater. Contours shall extend one-hundred feet (100') beyond property lines or catch points; whichever is greater. Existing contours

- shall be shown screened back. (Grayscale)
20. _____ Suitable for microfilming (uniform contrast). (WAC)
 21. _____ Deed calls at variance with survey. (WAC)
 22. _____ Reference record survey with conflicting corner position shown. (WAC)
 23. _____ Legal description of existing lot shown. (WAC)
 24. _____ Location of all structures shown on lots with distances shown to existing and proposed lot lines if within 50'.
 25. _____ Location of all existing easements shown and recording number.
 26. _____ Proposed easements shown.
 27. _____ Common use area for all property owners, open spaces and buffers shown.
 28. _____ Location, width and names of existing abutting streets shown.
 29. _____ Meander lines or reference lines along bodies of water shall be established above, but not farther than 20' from the high waterline of such water.
 30. _____ Permanent survey control monuments set. Plat corners: 2"Ø pipe, 24" long filled with concrete or approved equal. Lot corners: ½" reinforcing bar (rebar) with cap, ¾" galvanized iron pipe, or equal. Street monuments set after paving at road intersections, PC's, PT's or PI's.
 31. _____ Identification of all controlling corners used, (i.e. calculated, found, established, or reestablished). (WAC)
 32. _____ Physical description and date visited of all monuments shown. (WAC)
 33. _____ Equipment and procedures used statement shown. (WAC)
 34. _____ Name, address and phone number of P.L.S. shown. (WAC)
 35. _____ P.L.S. certification, signature and seal shown on each sheet. (WAC)
 36. _____ Signature lines for Assessor, Director of Community Development, City Engineer, and Mayor provided.
 37. _____ Line for date and time of recording provided. (WAC)
 38. _____ All signatures in black, reproducible ink.
 39. _____ Name and address of all vested owners provided.
 40. _____ Title report not older than 30 days from the date application was received.
Date application was received:_____.
 41. _____ Computer printout of existing lot closure.
 42. _____ Computer printouts of proposed lot closures.
 43. _____ Health Department approval letter received.
 44. _____ Any deeds, covenants, conditions or restrictions are shown on the face of the plat.

- 45. _____ Conforms to conditions of Hearings Examiner's report.
- 46. _____ Traffic pro-rata share paid. (If applicable) \$_____
- 47. _____ Storm drainage pro-rata share paid. (If applicable) \$_____
- 48. _____ Field verify lot corners and monumentation set as indicated.
- 49. _____ Copy of this checklist, filled out.