



BSP # \_\_\_\_\_  
RECEIPT # \_\_\_\_\_

CITY OF CHELAN

APPLICATION FOR GENERAL BINDING SITE PLAN

*Please use blue or black ink*

*Fee: \$800 + \$70 per lot*

Applicant: \_\_\_\_\_

Owner: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

If the applicant is not the present owner, what is his/her interests: \_\_\_\_\_

\_\_\_\_\_

Location of Property (include section/township/range): \_\_\_\_\_

\_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

The preliminary binding site plan shall consist of one or more maps, the horizontal scale of which shall be 100 feet to the inch or less, and the vertical scale of which for street and sewer and water profiles shall be 20 or less feet to the inch, and within an accuracy of two percent, together with written data in such form that when the maps and written data are considered together, they shall fully and clearly disclose the following information:

- A. The name of the proposed binding site plan;
- B. The Legal Description of land contained within the binding site plan;
- C. The names, addresses and telephone numbers of all persons, firms, and corporations holding interests in the land;
- D. The name, address, telephone number, professional license number and seal of the registered land surveyor who made or under whose supervision was made a survey of the proposed binding site plan;
- E. The date of the survey;
- F. Boundary lines of the proposed binding site plan and, if required by the administrator, a map showing the section breakdown;
- G. All existing monuments and markers found and set;
- H. The boundaries of all blocks and lots within the proposed binding site plan together with the numbers and letters proposed to be assigned each lot and block. Such lot and block numbers shall consist of consecutive numbers beginning with number one. Parcels to be dedicated to the public may be shown by letter designation;
- I. The total number of lots;
- J. The location, names and width of all existing streets, roads and easements within the proposed binding site plan and adjacent thereto;
- K. The approximate boundaries of all areas subject to inundation or storm water overflow and the location, width and direction of flow of all watercourses;

- L. The location and, where ascertainable, sizes of all existing structures, wells, overhead and underground utilities, railroad lines, municipal boundaries, section lines, township lines and other important features existing upon, over or under the land proposed to be subdivided;
- M. The smallest, largest and average lot area in the tract;
- N. A statement of proposed provisions for domestic and/or irrigation water supply and sewage disposal;
- O. Contours at two-foot intervals if required by the administrator or planning staff for zero to five percent cross slope; five-foot intervals for five to thirty percent cross slope; ten-foot intervals for over thirty percent cross slope; and spot elevations to determine the general slope of the land and high and low points thereof; provided, that two-foot maximum intervals shall be required when a floodplain is present. These contours and elevations shall be based upon datum acceptable to the administrator;
- P. The date, north arrow and area in acres of the binding site plan;
- Q. A layout of proposed roads, utility mains, easements or parcels proposed to be dedicated or reserved for public or community school, park, playground or other uses;
- R. Plans, prepared by a Washington State licensed civil engineer, of proposed water distribution systems, sewage disposal systems and drainage systems, including sizes and locations;
- S. A sketch of the general vicinity in which the land proposed for binding site plan lies, and upon which are identified owners of land adjacent to the binding site plan and the names of any adjacent binding site plans or subdivisions;
- T. Copies of all restrictive covenants proposed to be imposed upon land in the binding site plan;
- U. The location of soil log holes together with data regarding percolation rates and a statement as to soil conditions prepared by a Washington State licensed soils engineer or civil engineer with training in soil mechanics attesting to the suitability of soils for the specific uses proposed in the binding site plan ;
- V. The location of any of the foregoing improvements which may be required to be constructed beyond the boundaries of the binding site plan shall be shown on the preliminary map or on the vicinity map as appropriate;
- W. If it is contemplated that development proceed by dividing the original proposed binding site plan into more than one binding site plan, the probable boundaries of each such binding site plan shall be shown on the preliminary plan;
- X. The approximate location of each area covered by trees along with a generic identification of such cover.

The general binding site plan shall contain a certificate giving a correct description of the perimeter of the land to be divided as it appears on the general binding site plan and acknowledgment that future subdivision of the land encompassed within the general binding site plan boundary may occur through the recording of a specific binding site plan and that said subdivision may have a different lot configuration than that shown on the binding site plan within areas designated for lot development.

The certificate shall include a statement that the general binding site plan has been made with the free consent and in accordance with the desires of all parties with ownership interest. If the general binding site plan is subject to dedication, the certificate or a separate written instrument shall contain the dedication of all streets and other areas to the public, and individual(s), religious society(ies) or to any corporation, public or private as shown on the certificate, and a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said road.

The certificate or instrument of dedication shall be signed and acknowledged before a notary public by all parties having ownership interest in the lands divided and recorded.

The survey of every proposed binding site plan and the preparation of the plans thereof shall be made by or under the direct supervision of a land surveyor registered in the state of Washington who shall certify on the plat that it is a true and correct representation of the lands actually surveyed. All survey work shall conform to standard practices and principles for land surveying.

Twelve copies of the preliminary plat and three copies of plans, profiles, and specifications for roads, utilities, and other proposed improvements to be constructed in the area within the proposed binding site plan shall be submitted with a cost estimate of the improvements proposed. Plans and profiles shall be drawn upon a standard 22 inch by 36 inch Federal Aid Plan profile sheet or such other sheets as may be acceptable to the administrator.

I hereby certify that I have provided all of the plans and written data required by the City of Chelan and to the best of my knowledge such information is an accurate representation of this proposal.

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

ACKNOWLEDGMENT

State of Washington     )  
  )  
County of Chelan        )

On this day personally appeared before me \_\_\_\_\_ to be known to be the individual described in and who executed the within and foregoing instrument and acknowledge to me that \_\_\_\_\_ signed the same as \_\_\_\_\_ free and voluntary act and deed for the uses and purposes therein mentioned.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington

Residing in: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\* DO NOT WRITE BELOW THIS LINE \*\*\*\*\*

Fee Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

Planning Commission Hearing Date: \_\_\_\_\_

**CITY OF CHELAN  
CRITICAL AREAS REVIEW CHECKLIST**

Completion of this environmental review checklist shall be required prior to any development or other alteration in or within 250' (two hundred and fifty feet) of any known or potential Critical Area in the City of Chelan or its UGA. An application submitted for any use or activity requiring a permit shall not be considered complete until this form has been completed, signed and placed in the project file. This checklist is not a substitute for an Environmental Checklist required under SEPA.

**GENERAL INFORMATION**—to be completed by the applicant when this checklist is submitted

<b>Applicant</b>		
Name:		
<input type="checkbox"/> Landowner <input type="checkbox"/> Owner's agent. If agent, landowner's name:		
Address:		
City:	State:	ZIP:
Phone:	FAX:	Email:
<b>Site</b>		
Address:		
Parcel Number(s):		
Zoning District:		

**Brief description of project:**

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Please attach any information that will assist the City in its preliminary evaluation of the proposed alteration.

I hereby certify that I will pay all fees, if any, as required by law. I also hereby certify under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Applicant Signature \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Print Name \_\_\_\_\_

Place Where Signed: \_\_\_\_\_, WA

**FOR OFFICIAL USE ONLY**

**FINDINGS AND STUDY REQUIREMENTS**—to be completed by the Administrator based on his or her preliminary evaluation

**Administrator’s findings based on Preliminary Evaluation:**

- (A) The proposed alteration is not located in or in such proximity to a Critical Area defined by Chapter 14.10 that it poses a threat to proposed development or to the health or safety of humans or the environment of the subject property or adjacent properties. No further study is required at this time.
- (B) The proposed alteration is in or adjacent to a Critical Area and is exempt from the requirements of the Critical Area Ordinance (Chapter 14.10). Nature of Exemption and code section:

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(C) The proposed alteration is located in or adjacent to, or includes project actions that may affect, one or more Critical Areas, as indicated below:

- Wetland
- Critical Aquifer Recharge Area
- Fish and Wildlife Habitat Conservation Area
- Geologically Hazardous Area
- Frequently Flooded Area

**Information source(s) used by the Administrator in his or her preliminary evaluation:**

- City of Chelan generalized Critical Areas map
- Wetland map based on the NWI
- SWAP map
- PHS Maps or other maps based on current PHS data
- The Flood Insurance Study for the City of Chelan*
- Chelan County Soil Survey*
- Seismic Design Category Map for Residential Construction in Washington, Sheet 2*
- Other

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**The Administrator requires that the following information be provided:**

- Critical area study for Wetlands
- Wetland identification and delineation
- Critical area study for Critical Aquifer Recharge Areas
- Hydrogeologic evaluation (required as part of Critical Area Study if the applicant is requesting that the City declassify or reclassify a specific area designated as a Critical Aquifer Recharge Area)
- Critical area study for Fish and Wildlife Habitat Conservation Areas
- Critical area study for Geologically Hazardous Areas

**Note: no Critical Area Study is required for Frequently Flooded Areas; however, all development in such areas requires compliance with the City’s Flood Hazard Areas provisions (Chapter 15.10, CMC)**

*continued on next page*

**CHECKLIST DOCUMENTATION**—to be completed by the Administrator and signed by the Administrator and the applicant when all required information has been submitted and any permit conditions have been determined.

- Documentation of preliminary evaluation is attached
- Documentation of Administrator’s findings supporting any exemption, exception, or waiver is attached
- Any required information (e.g., Critical Area Study) is attached
- Any permit conditions, including but not limited to requirements for mitigation, monitoring and reporting, or buffers, are attached

**For the City of Chelan:**

The attached information, including any required Critical Area Study, Administrative findings, and permit conditions, satisfies the intent of Chapter 14.10 related to the protection of Critical Areas, public and private property, and the public health, safety, and welfare.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Owner/Applicant:** The information provided is the best information available concerning the location of Critical Areas as defined by Chapter 14.10. The proposed alteration and the mitigation proposed will, to the greatest extent possible, protect Critical Areas, public and private property and the public health, safety, and welfare.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

OWNERSHIP CERTIFICATION

I, \_\_\_\_\_, hereby certify that I am the major property owner(s) or officer of the corporation owning the property described in the attached application. I also hereby certify under penalty of perjury under the laws of the State of Washington that this application and that the statements, answers, and information are in all respects true and correct to the best of my knowledge and belief. I have also familiarized myself with the rules and regulations of the City of Chelan

Property Address: \_\_\_\_\_ Project Desc.: \_\_\_\_\_

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

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For: \_\_\_\_\_

Parcel No.: \_\_\_\_\_

(Corporation or company name)

ACKNOWLEDGMENT

State of Washington )

)

County of Chelan )

On this day personally appeared before me \_\_\_\_\_ to be known to be the individual described in and who executed the within and foregoing instrument and acknowledge to me that (he, she, they) signed the same as (his, her, their) free and voluntary act and deed for the uses and purposes therein mentioned.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington

Residing in: \_\_\_\_\_

Date: \_\_\_\_\_

Other property owners included in this application must be listed below: (attach additional sheet if necessary)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_