



SBSP # \_\_\_\_\_  
RECEIPT # \_\_\_\_\_

CITY OF CHELAN

APPLICATION FOR SPECIFIC BINDING SITE PLAN

*Please use blue or black ink*

*Fee: \$ 100 + \$20 per lot*

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

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

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

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

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

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

The specific binding site plan shall consist of one or more sheets 18 by 24 inches clearly and legibly drawn in permanent black ink on tracing cloth, stable base mylar polyester film or equivalent approved material acceptable to the engineer. The specific binding site plan shall include an accurate map of the subdivided land based on a complete survey. The maps shall include the following information:

- \_\_\_\_\_ Each sheet must have a two-inch blank margin on the left side, and one inch on the remaining sides.
- \_\_\_\_\_ The map scale
- \_\_\_\_\_ The plans shall show all details clearly and in no case smaller than one inch (1") equals 100 feet nor greater than one inch (1") equals 50 feet.
- \_\_\_\_\_ The perimeter of the binding site plan shall be depicted with heavier lines than appear elsewhere on the plan.
- \_\_\_\_\_ Each sheet of the specific plan shall contain the binding site plan name, the graphic scale, and the north point.
- \_\_\_\_\_ All signatures shall be written in permanent black ink
- \_\_\_\_\_ Section, township, range, municipal and county lines lying within or adjacent to the binding site plan
- \_\_\_\_\_ The location of all monuments or other evidence used as ties to establish the subdivision boundaries
- \_\_\_\_\_ Location of all permanent control monuments found and established within the binding site plan
- \_\_\_\_\_ The length and bearings of all straight lines; the radii, arch, areas, and semi-tangents of all curves
- \_\_\_\_\_ Boundaries of the binding site plan with complete bearings and lineal dimensions.
- \_\_\_\_\_ The length of each lot line together with bearings and other data necessary for the location of any lot lines in the field.
- \_\_\_\_\_ The location, width, centerline, and name or number of all streets within and adjoining the binding site plan.
- \_\_\_\_\_ The location and width, shown with broken lines, and description of all easements.
- \_\_\_\_\_ Numbers assigned to all lots and blocks within the binding site plan
- \_\_\_\_\_ Names of owners of land adjacent to the binding site plan and the names of any adjacent subdivision
- \_\_\_\_\_ Delineation of the flood plain when present

**Twelve copies of the specific binding site plan shall be submitted at the time of application. In addition to the map(s), the specific binding site plan shall contain the following written data:**

The name of the binding site plan  
 The legal description of land contained within the general binding site plan  
 The certificate of the registered land surveyor who made or under whose supervision was made the survey of the subdivision, in substantially the following language:

“I, \_\_\_\_\_, registered as a land surveyor by the State of Washington, certify that this specific binding site plan is based on an actual survey of the land described herein, conducted by me or under my supervision, during the period \_\_\_\_ (Date begun) \_\_\_\_, through \_\_\_\_ (Date finished) \_\_\_\_; that the distances, courses, and angles are shown thereon correctly; and that the monuments other than those monuments approved for setting at a later date, have been set and lot corners staked on the ground as depicted on the specific binding site plan.”

A statement of approval signed by the engineer as to survey data; layout of streets, alleys, and easements; street names and numbers; and the design and/or construction of protective improvements, bridges, water, sewage and drainage systems;

Provide copy of plans and specifications with copy of approval letter approving water system by Department of Social and Health Services and approving the sewer system by the Department of Ecology. Upon completion of water improvement, provide copy of certification of inspection and installation (DSHS Form 9-346). Also provide as-built drawings. Upon completion of sewage facilities submit copy of licensed engineer certification to DOE indicating installation in accordance with plans and specification. Submit copy of as-built sewer drawings. Compliance with the above requirements will be required before any connections to any segment of the water and sewer improvement;

A statement of approval signed by the county health office as to the design and/or construction of sanitary sewage disposal systems and public water supply systems installed in the binding site plan; provided, however, that no such statement shall be deemed a guarantee of acceptability of securing a permit for individual septic tank systems on individual lots within the subdivision;

A certificate bearing the typed or printed names of all persons having an interest in the land within the binding site plan, signed by the persons and acknowledged by them before a notary public consenting to the binding site plan and reciting a dedication by them of all lands shown on the plan to be dedicated for public uses, and a waiver by them 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 public streets;

A certificate signed by the county treasurer that all taxes one year in advance on all unimproved property in each proposed binding site plan, and delinquent assessment for which the land within the binding site plan may be liable, have been duly paid and satisfied or discharged.

Space for approval by the city council.

Auditor’s file number of the applicable general binding site plan.

A statement indicating that all development on the subject parcel is bound to the site plan

Reference by recording number to the covenants, conditions and restrictions and property owners’ association incorporation documents applicable to the property.

I hereby certify that I will pay all fees 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.

_____ Date Submitted: _____	_____ Date Submitted: _____
Applicant Signature	Authorized Agent Signature
Print Name _____	Print Name _____
Place Where Signed: _____, WA	Place Where Signed: _____, WA

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: \_\_\_\_\_

**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: \_\_\_\_\_

