



Binding Site Plan Checklist

BSP

Checklist for All Projects

19.02.002

- A. ☐ A completed project application form.
- B. ☐ A verified statement by the applicant that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property.
- C. ☐ A property and / or legal description of the site.
- D. ☐ The applicable fee.
- E. ☐ Evidence for adequate water supply as required by RCW 19.27.097 or a copy of an application for city of Gig Harbor water concurrency determination, per GHMC 19.10.011(A).
- F. ☐ Evidence of sewer availability or a copy of an application for city of Gig Harbor sewer concurrency determination, per GHMC 19.10.011(A).
- G. ☐ A completed transportation concurrency application and traffic report, per GHMC 19.10.011(A).

In addition to requirements of GHMC 19.02.002 please provide:

- 1 ☐ 5 complete sets of submittal materials including wetland reports and traffic reports. Plan sets are to be of the same size sheets collated and bound, (preferred size of 24" x 36"). Please provide 2 sets of reduced size 11"x17". Please tile sheets if needed to meet required scale.

If your project requires multiple permits, only 5 sets, plus 2 reduced sets, are required. Please combine the requirements of all permits into the bound sets.

A building and fire code note sheet is required with all submittals which shall include the following information:

- 1 ☐ Intended IBC Type of construction for all buildings proposed in the project;
- 2 ☐ Proposed square footage of building. On multistory buildings specify square footage per floor.
- 3 ☐ Intended IBC occupancy group for all buildings proposed in project. Where a project is proposed to be a mixed occupancy building, include mixed occupancy calculations demonstrating compliance with IBC Ch. 3;
- 4 ☐ Proposed fire protection systems. Fire protection systems proposed as an alternate to other fire resistance requirements or to reduce required fire flow should be indicated on the plans;
- 5 ☐ Water purveyor name.
- 6 ☐ Proposed turning radii and emergency vehicle turnaround locations within required emergency vehicle access roads must be called out on the plans.
- 7 ☐ Proposed fire hydrant locations must be called out on the site plan.
- 8 ☐ ADA accessible site features (parking, routes, etc.)

BINDING SITE PLAN 16.11

An application for a Binding Site Plan is considered complete upon submittal of the information as required under **GHMC 16.11.003** including a valid site plan pursuant to the requirements of **GHMC 17.96** and all of the site plan elements as listed in **GHMC 17.96.050**. This is in addition to the application requirements of **GHMC 19.02.002**.

- A. ☐ A valid site plan approved by the city or a pending site plan application before the city.
- B. ☐ All of the site plan elements as listed in **GHMC 17.96.050**, as long as the following elements are also included.
1. ☐ A map or plan showing the location and size of all new proposed lots.
 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) and their distance from property lines, the height and number of stories, distance between buildings, etc.;
 3. ☐ All proposed uses (if not known, general types of anticipated uses) or existing uses.
 4. ☐ The location of proposed or existing open space including any required landscaped areas, and all major manmade or natural features, i.e., streams, creeks, drainage ditches, railroad tracks, utility lines, etc.
 5. ☐ The layout of an internal vehicular and pedestrian circulation system, including proposed or existing ingress and egress for vehicles.
 6. ☐ The following zoning code data: zoning district; total lot area (square feet); total building area (square feet); percent of site coverage; number of units proposed; total number of parking stalls (including handicapped); total parking and maneuvering area (square feet); required landscaping (square feet); percent of lot in open space; type of construction; sprinklered-nonsprinklered; occupancy classification.
 7. ☐ Contains the name of the proposed development; the legal description of the property for which binding site plan approval is sought; the date on which the plans were prepared; the graphic scale and northpoint of the plans.
 8. ☐ The title "Binding Site Plan" shall be at the top of the plan in large print, together with the required statement, prominently displayed on the face of the site plan.
 9. ☐ Any areas proposed to be dedicated or reserved for public purposes, and areas to be reserved for private open space and landscaping and areas reserved for the common use of the occupants of the proposed development.
- C. ☐ A copy of an approved grading plan and an approved drainage plan approved by either the city of Gig Harbor public works department (or any other requirement specified in the city of Gig Harbor surface water design manual or GHMC; or by Pierce County in the case of pre-annexation (construction);
- D. ☐ A recent title report covering all property shown within the boundaries of the binding site plan application.
- E. ☐ The location and size of on-site water bodies and drainage features, both natural and manmade.

- F. ☐ A layout of sewer and the water distribution system.
- G. ☐ The location and size of any utility (i.e., water, sewer, gas, electricity) trunk lines serving the site.
- H. ☐ A phasing plan and time schedule, if the site is intended to be developed in phases or if all building permits will not be submitted within four years;
- I. ☐ A list of any other development permits or permit applications having been filed for the same site.
- J. ☐ A completed environmental checklist, if required by Chapter 18.04 GHMC. (12 copies)
- K. ☐ Copies of all covenants, easements, maintenance agreements or other documents regarding mutual use of parking, common areas, open space, and access.
- L. ☐ Copies of all easements, deed restrictions, covenants, or other encumbrances restricting the use of the site.
- M. ☐ Documentation of the date and method of segregation for the subject property verifying that the lot or lots were created in accordance with the short subdivision or subdivision laws in effect at the time of creation; and
- N. ☐ Contain the name of the proposed development; the legal description of the property for which binding site plan approval is sought; the date on which the plans were prepared; the graphic scale and northpoint of the plans.

This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections