



BSP – SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE
APPLICATIONS SHALL BE SUBMITTED ON THE [SSPP](#)

- Land Use Application Form
- Title Report for all affected properties (dated within 30 days prior to application)
- Binding Site Plan Map**, showing existing boundaries & proposed lots
Black line, 18" x 24" in size, with a 2" margin on the left edge and at least ½" margins on all other sides.
The following must be included:
 - Cover sheet**
 - Vicinity Map
 - "Before" and "After" legal descriptions
 - Surveyor's Seal and Standard Certificate (Name, license #, address, signature, date)
 - County Auditor's recording certificate
 - List any easements, covenants, and restrictions on the property
 - Owner(s) signature block(s) – *signatures must be in black ink*
 - Notary's seal and signature, certifying owner(s) – *signatures must be in black ink*
 - Approval signature blocks for the Planning Director and the City Engineer
 - Separate "Before" and "After" maps on sheets 2 and 3**
"After" map shall be distinguished by darker line types
 - Heading: "City of Snohomish Binding Site Plan, File # _____"
 - Surveyor's Seal – *must be on all pages*
 - Title block: Name of Surveyor or Firm performing survey, contact information of the preparer, sheet identification #, date prepared or revised, scale, and north arrow
 - Quarter section, section, township and range number
 - Bearings and distances
 - Area of each proposed lot (in square feet) and area to be conveyed
 - Existing City of Snohomish land use designation
 - Setback lines required by the land use designation
 - Existing property lines within, or adjacent to, the proposed property
 - Lot dimensions and property tax account number(s) – 14 digits
 - Location, name, and width of all existing street right-of-ways or easements within or adjacent to the proposed lots
 - Location of all existing structures on the properties, and areas to be owned in common by the lot owners, if any
 - Show found corners and/or rebar per referenced survey on map (if applicable)
 - Existing or proposed restrictions on use of the land, including critical areas and buffers
- Lot Closure Worksheet
- If a **survey** is used as a reference, it must be included in the submittal package
- WHEN FINALIZED: 2 copies of the FINAL Binding Site Plan map**, with owner signatures and notary certification (*black ink*) must be submitted for City approval signatures. Once signed, the applicant will record the document with the County Auditor, and return a conformed copy to City Hall.