



BINDING SITE PLAN (BSP) APPLICATION REQUIREMENTS

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

- Land Use Application Form
- Title Report for all affected properties, dated within 30 days
- Binding Site Plan Maps, showing existing boundaries & proposed lots prepared by a qualified professional licensed in Washington State and drawn to scale. Include the following sheets:
 - Cover sheet
 - “Before” map
 - “After” map, distinguished by darker line types
- Lot Closure Worksheet
- If a **survey** is used as a reference, it must be included in the submittal package

City staff will notify the applicant when maps are approved. WHEN APPROVED: Two copies of the FINAL Binding Site Plan maps, 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.

Review the Submittal Standards for additional information about required submittal materials.

All materials must be included for a determination of procedural completeness pursuant to RCW 36.70B. The City of Snohomish shall review the submittal and make a determination of procedural completeness or incompleteness within 28 days of submittal. If additional materials are necessary, the applicant shall respond within 90 days. On the 91st day the application shall be deemed withdrawn.