



BINDING SITE PLAN (BSP) SUBMITTAL STANDARDS

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

- Land Use Application Form
 - Signed by each affected property owner
- Title Report for all affected properties, dated within 30 days
 - Must be prepared by a title company and show the names and addresses of all parties whose consent is necessary to dedicate land for public use, as well as any easements or other encumbrances.
 - Attach referenced documentation.
- Binding Site Plan Map(s) showing existing boundaries & proposed lots, formatted to Snohomish County Auditor standards for [document recording](#), and prepared by a qualified professional, authorized to practice in Washington. *Qualified professional: Professional Land Surveyor*

All sheets shall include:

- Heading: “City of Snohomish Binding Site Plan, File # _____”
- Title block
 - Project name
 - Date prepared/revised
 - Scale, north arrow
 - Quarter section, section, township, and range number
 - Name and contact information of the preparer
- Sheet number and sheet title
- Stamp and signature of applicable qualified professional

Include the following sheets:

- 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)
 - Notary’s seal and signature, certifying owner(s)
 - Approval signature blocks for the Planning Director and the City Engineer
- “Before” map
 - Bearings and distances
 - Zoning district boundaries and setback lines
 - Existing boundary lines
 - Lot and tract dimensions and square footage of each lot and tract, with lot numbers or tract designation labels and property tax account number(s)

“Before” map—continued

- Location, name, and width of all existing street rights-of-way 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
- Found corners and/or rebar per any referenced survey(s) identified on map, if applicable
- Existing restrictions on use of the land, including critical areas and buffers
- “After” map, distinguished by darker line types
 - Bearings and distances
 - Area of each proposed lot (in square feet) and area to be conveyed
 - Zoning district boundaries and setback lines
 - Proposed lot and tract dimensions and square footage of each lot and tract, with lot numbers or tract designation labels
 - Location, name, and width of all existing street rights-of-way 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
 - Found corners and/or rebar per referenced survey on map (if applicable)
 - Existing and 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 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.