



Requirements of Binding Site Plan Record of Survey

Brochure #35

Washington State Law allows for an alternative way to subdivide land, other than the normal residential subdivision procedures, in a process called a Binding Site Plan. Binding Site Plans may be used to subdivide:

1. Industrial or commercial land;
2. Land for the purpose of lease when no residential structure other than mobile homes or travel trailers are permitted; and
3. Land for condominium purposes.

What is the review process for Binding Site Plans?

Binding site plans are reviewed administratively by the City Planning Department:

1. In connection with the final approval of a subdivision plat or planned unit development; or
2. In connection with the issuance of building permits or final certificates of occupancy; or
3. If not approved pursuant to 1 and 2 above, then pursuant to the project permit procedures set forth in MMC 17.13.

The Planning Director shall approve a binding site plan if he/she finds that:

1. Appropriate provisions are made for the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, or public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds, sidewalks, and other planning features that assure safe walking conditions for students who only walk to and from school; and
2. The public use and interest will be serviced by approval of such binding site plan.

City of Mukilteo
Planning and Community Development Department
11930 Cyrus Way
Mukilteo, WA 98275
(425) 263-8000

In the event the criteria listed above is not met, the Planning Director may approve the binding site plan with conditions which, if complied with, will cause the plan to meet the criteria, or may deny the binding site plan.

What are the Record of Survey Submittal Requirements?

A Binding Site Plan Record of Survey shall be prepared in accordance with Mukilteo Municipal Code, Washington State Law, Auditor's Standards, and the following guidelines:

1. All exterior boundaries, bearing and distance of the subject property shall be shown.
2. References to monumentation, section breakdown, record boundaries, existing and proposed right-of-ways and easements shall be properly depicted.
3. The document shall show the proposed lots and/or tracts to be created with bearings and distances for boundaries.
4. The document shall include all information specifically required by binding site plan approval to be shown on the Binding Site Plan Record of Survey.
5. When public roads are to be located within the site encompassed by the Binding Site Plan Record of Survey, those right-of-ways shall be shown upon the map as access easements with specific provisions for conveyance to the City. Appropriately executed deed documents shall be provided to the City.
6. No environmental review or threshold determination is required for the Record of Survey. The exempt subdivision document shall be fully consistent with the approved binding site plan which has the SEPA review and documentation as a prerequisite of the Binding Site Plan Record of Survey recordation.
7. An Applicant/Owner signature and certification block shall be provided, including a statement that the subdivision has been made with the consent of the owner(s).
8. References to the binding site plan planning file number and approval shall be provided within the certified block to be signed by the Planning Director or his/her designee and the Public Works Director or his/her designee.

BINDING SITE PLAN REVIEW PROCESS

The Planning Department shall verify that the proposal is exempt from the subdivision regulations and that the project complies in all respects with the binding site plan conditions of approval and the Mukilteo Municipal Code.

For questions or additional information:

Call...

City of Mukilteo
Planning and Community
Development Department (425) 263-8000
Fax (425) 212-2068

Location...

11930 Cyrus Way
Mukilteo, Washington 98275

Hours...

Monday - Thursday
7:30 a.m. to 5:00 p.m.
Friday
7:30 a.m. to 4:30 p.m.

THIS BROCHURE IS INTENDED TO BE A GUIDE FOR INFORMATION ONLY. PLEASE
BE ADVISED THAT THE INFORMATION CONTAINED IN THIS BROCHURE MAY NOT
BE COMPLETE AND IS SUBJECT TO CHANGE.