

# HOW TO APPLY FOR A BINDING SITE PLAN

## WHAT TO SUBMIT:

- \_\_\_\_\_ 1. Application - complete form and sign - (include proposed binding site plan name)
- \_\_\_\_\_ 2. Fees - Planning, Health, and Public Works (pay with one check made out to Okanogan County Planning & Dev.)
- \_\_\_\_\_ 3. Eight (8) copies of preliminary Binding Site Plan map (see standards below) & 1 copy of application
- \_\_\_\_\_ 4. List of adjacent landowners within 300' of boundaries - obtain from Assessor's Office
- \_\_\_\_\_ 5. Vicinity map
- \_\_\_\_\_ 6. SEPA checklist

## REQUIRED APPLICATION MATERIALS: (Section 6.0 of *Binding Site Plan Ordinance 86-6*)

### *Binding Site Plan Application Packet*

- Application Form
- Completed SEPA Checklist
- Legal Description
- Vicinity Map
- List of Property Owners within 300 feet of the property
- Narrative statements** addressing the following Binding Site Plan Review Items and Performance Standards:
  - Soils and Geology,  Drainage,  Erosion,  Wildlife,  Agricultural Compatibility,
  - Visual Impacts,  Archaeological and Historical Features,  Plan for extension of Utilities,
  - Transportation--analysis of likely impacts,  County Fiscal Impact,  Economic Impacts,
  - Adequacy of Dedications,  Reservation of Public Acquisition,  Design Standards,
  - Adequacy of Description, including:  1. sufficient to pass title,  2. mathematically correct (it must close),  3. must be possible to locate on the ground by a surveyor,
  - Consistency of Location, Use, and Design with Comprehensive Plan, and,  Population Changes.

### *Binding Site Plan Exhibit / Preliminary Map (8 copies)*

- 18-inch by 24-inch paper
- Legal Description
- Assessor's Parcel Numbers and Site Address
- Name of Binding Site Plan
- Vicinity map
- North arrow
- Scale of the site plan
- Site Acreage
- Comprehensive Plan and Zoning Designations
- Names of any adjacent subdivisions or developments
- Proposed method of water supply and sewage disposal
- All property lines, dimensions, and bearings.
- Layout of all existing and proposed roads and easements (identify whether they are public or private)
- Building footprints, dimensioned.
- Setbacks from property lines.
- Building separations, dimensioned.
- Parking space layout, and ingress / egress
- Proposed landscape areas.
- Proposed street improvements, including: Curbs and gutters, paving, sidewalks, lighting, fire hydrants, shoulders, drainage swales.
- Surface runoff patterns and proposed drainage improvements.
- On-site circulation and access.
- Total proposed building coverage.
- Proposed land use.
- Number of Units
- Number of square feet of non-residential uses.
- All other site improvements, including: fences, ditches, walls, paved areas, accessory structures, storage areas, trash bins, propane tanks.

# How To Apply For A Binding Site Plan

Prepared June 1993

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## *Fees (per current Okanogan County Fee Schedule)*

- Office of Planning and Development
- Public Works
- Health District

## **PROCESS:**

1. Application, SEPA checklist and preliminary binding site plan map accepted
2. Application and preliminary binding site plan map sent to agencies for comment.
3. Notice of application sent to property owners within 300 feet, to newspaper(s), and to nearest Post Office for posting.
4. SEPA determination made and notice sent to paper(s) and Dept. of Ecology, Environmental Review and agencies with jurisdiction
5. 21-day comment period
6. Mail copy of comments and staff report to applicant.
7. Director approves / denies the binding site plan application
8. Letter of Action is sent to applicant.
9. Notice of Approval is sent to the newspaper.
10. A 30 day appeal period begins on the date that the notice of approval is published in the newspaper.

## **FINAL MAP STANDARDS**

The plat map that will be filed with the Okanogan Auditor must show on its face the following:

- All of the items shown on the preliminary map
- Certification of all persons having an interest in the development site signed and acknowledged by them before a notary public which states their consent to the proposed development
- The boundary line of the development site accepted so the boundary is readily identifiable and consistent with the legal description
- Certificate of dedication identifying all lands dedicated for public or private use and/or as open space and containing a waiver of claims against any governmental authority for all damages which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said dedication. Said certificate shall be signed and acknowledged before a notary public by all persons having any interest in the land being developed
- Space for Auditor's file number for the application and any easement or covenants pertaining to the land being developed
- The location of all existing and proposed structures, utilities, parking spaces, open space, dedicated wildlife areas, wildlife sites or structures, as well as other proposed changes or improvements
- All inscriptions setting forth such appropriate limitations and conditions for the use of the land
- Certificate of approval for the Administrator's signature which states that the Binding Site Plan conforms with the County Comprehensive Plan and this Ordinance

**NOTE:** The final plat map for filing must have a surveyors seal affixed to it. The description of the boundary of the site must meet the following standards: 1) the description must be sufficient to pass title; 2) the description must be mathematically correct--it must close if it is in a metes and bounds format; and, 3) it must be possible to locate on the ground by a surveyor.



# LAND USE APPLICATION FOR CITIES, COUNTIES AND THE COLVILLE CONFEDERATED TRIBES

(The City/County/Tribes may require that additional application forms be completed)



**PROJECT TITLE:** \_\_\_\_\_

**Total Fees Paid \$** \_\_\_\_\_ **Receipt #** \_\_\_\_\_ **Initials** \_\_\_\_\_

**THIS APPLICATION IS FOR (check one):**

<input type="checkbox"/> Building Permit	<input type="checkbox"/> Short Form Development Permit	<input type="checkbox"/> Variance	<input type="checkbox"/> Conditional Use Permit (CUP)	<input type="checkbox"/> Short Subdivision (4 or fewer lots)	<input type="checkbox"/> Subdivision (5 or more lots)
<input type="checkbox"/> Binding Site Plan	<input type="checkbox"/> Petition for Rezone or Code Amendment	<input type="checkbox"/> Planned Development	<input type="checkbox"/> Flood Plain Development Permit	<input type="checkbox"/> Shoreline Development Permit or Exemption	<input type="checkbox"/> Other (specify) _____ _____

**APPLICANT INFORMATION:**

**SURVEYOR OR AGENT INFORMATION:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**NAME AND ADDRESS OF PROPERTY OWNER, IF DIFFERENT FROM APPLICANT ABOVE:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**CHECK ONE:**  Colville Tribal Member (Enrollment number \_\_\_\_\_) **OR**  Non Tribal Member

**CHECK ONE:**  Within the boundaries of the Reservation **OR**  Outside the boundaries of the Reservation

**TOWNSHIP** \_\_\_\_\_ **RANGE** \_\_\_\_\_ **SECTION** \_\_\_\_\_

**CHECK ONE:**  Trust land [allotment number(s)] **101--** \_\_\_\_\_ **101--** \_\_\_\_\_  
 Fee Land [10 digit parcel number(s)] \_\_\_\_\_  
 \_\_\_\_\_

**This property is located within the \_\_\_\_\_ ZONING DISTRICT**

**↓FOR OFFICIAL USE ONLY↓**

After reviewing all relevant information about this land use application, the reviewing agencies hereby agree that

The Colville Tribes  Okanogan County  Municipality of \_\_\_\_\_ will be the permitting agency.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Authorized Colville Tribal Representative

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Authorized County Representative

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Authorized City Representative

**PROJECT INFORMATION:**

Brief Description of Proposal (kind of use, size, # of units, method of water supply and sewage disposal, etc.): \_\_\_\_\_

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General Description (miles from nearest town, water body, highway, etc. Vicinity map may be attached): \_\_\_\_\_

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Current Land Use, Comprehensive Plan, Shoreline, Flood and Zoning Designations: \_\_\_\_\_

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Name of Irrigation District: \_\_\_\_\_

Electrical Service Provider: \_\_\_\_\_

Name of Water System: \_\_\_\_\_

Name of Local Telephone Company: \_\_\_\_\_

Point of Legal Access (existing or proposed): \_\_\_\_\_

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**Please attach any other plans, specifications, or information as required by ordinance or guidelines.**

**Please see specific site plan requirements for Okanogan County applications.**

**SIGNATURE BLOCK**

I am the applicant name on the reverse page and hereby state that the foregoing information, and all information attached hereto, is true to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **WAC 197-11-960 Environmental checklist.**

### ENVIRONMENTAL CHECKLIST

#### *Purpose of checklist:*

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

#### *Instructions for applicants:*

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

#### *Use of checklist for nonproject proposals:*

Complete this checklist for nonproject proposals, even though questions may be answered "does not apply." IN ADDITION, complete the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D).

For nonproject actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

#### A. BACKGROUND

1. Name of proposed project, if applicable:
  
  
  
  
  
  
  
  
  
  
2. Name of applicant:
3. Address and phone number of applicant and contact person:
  
  
  
  
  
  
  
  
  
  
4. Date checklist prepared:
5. Agency requesting checklist:
6. Proposed timing or schedule (including phasing, if applicable):
  
  
  
  
  
  
  
  
  
  
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

10. List any government approvals or permits that will be needed for your proposal, if known.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

TO BE COMPLETED BY APPLICANT

EVALUATION FOR  
AGENCY USE ONLY

B. ENVIRONMENTAL ELEMENTS

1. **Earth**

a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous,  
other . . . . .

b. What is the steepest slope on the site (approximate percent slope)?

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.
  
- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.
  
- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.
  
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.
  
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?
  
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:
  - a. **Air**
    - a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.
  
    - b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.
  
    - c. Proposed measures to reduce or control emissions or other impacts to air, if any:

3. **Water**

a. Surface:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.
  
- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.
  
- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.
  
- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.
  
- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.
  
- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

b. Ground:

- 1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.
  
- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

2) Could waste materials enter ground or surface waters? If so, generally describe.

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

4. **Plants**

a. Check or circle types of vegetation found on the site:

- \_\_\_\_\_ deciduous tree: alder, maple, aspen, other
- \_\_\_\_\_ evergreen tree: fir, cedar, pine, other
- \_\_\_\_\_ shrubs
- \_\_\_\_\_ grass
- \_\_\_\_\_ pasture
- \_\_\_\_\_ crop or grain
- \_\_\_\_\_ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- \_\_\_\_\_ water plants: water lily, eelgrass, milfoil, other
- \_\_\_\_\_ other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

c. List threatened or endangered species known to be on or near the site.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

5. **Animals**

a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:

- birds: hawk, heron, eagle, songbirds, other:
- mammals: deer, bear, elk, beaver, other:
- fish: bass, salmon, trout, herring, shellfish, other:

b. List any threatened or endangered species known to be on or near the site.

c. Is the site part of a migration route? If so, explain.

d. Proposed measures to preserve or enhance wildlife, if any:

**6. Energy and natural resources**

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

**7. Environmental health**

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

1) Describe special emergency services that might be required.

2) Proposed measures to reduce or control environmental health hazards, if any:

**b. Noise**

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.



1. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

**9. Housing**

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.
  
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
  
- c. Proposed measures to reduce or control housing impacts, if any:

**10. Aesthetics**

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?
  
- b. What views in the immediate vicinity would be altered or obstructed?
  
- c. Proposed measures to reduce or control aesthetic impacts, if any:

**11. Light and glare**

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?
  
- b. Could light or glare from the finished project be a safety hazard or interfere with views?
  
- c. What existing off-site sources of light or glare may affect your proposal?
  
- d. Proposed measures to reduce or control light and glare impacts, if any:

**12. Recreation**

- a. What designated and informal recreational opportunities are in the immediate vicinity?
  
- b. Would the proposed project displace any existing recreational uses? If so, describe.
  
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

**13. Historic and cultural preservation**

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.
  
- b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.
  
- c. Proposed measures to reduce or control impacts, if any:

**14. Transportation**

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.
  
- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?
  
- c. How many parking spaces would the completed project have? How many would the project eliminate?
  
- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).

- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.
  
- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.
  
- g. Proposed measures to reduce or control transportation impacts, if any:

**15. Public services**

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe.
  
- b. Proposed measures to reduce or control direct impacts on public services, if any.

**16. Utilities**

- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.
  
- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

**C. SIGNATURE**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: .....

Date Submitted: .....

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(do not use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.