



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
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 (360) 754-4180

**PRELIMINARY BINDING SITE PLAN
 Submittal Checklist**

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APPLICANT INFORMATION *(please print neatly)*

NAME OF APPLICANT: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

If a division of land into lots, parcels or tracts zoned for industrial and/or commercial use or specifically intended for condominiums is proposed, then a complete application shall consist of all items on this checklist unless modified or waived by Staff. In accordance with TMC 14.02.070.A.1, prior to acceptance of the preliminary BSP application, the applicant must complete Preliminary and Formal Site Plan Review.

A. PERMIT APPLICATION	N/A	Provided	Staff
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.		<input type="checkbox"/>	<input type="checkbox"/>
2. SEPA checklist, if required, and applicable fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Transportation Concurrency Application, site trip distribution diagram, and applicable fee, if SEPA is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water and Sewer Availability certificate from the City of Tumwater Public Works Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Two copies of the Title report / Plat Certificate / Subdivision Guarantee, dated no more than 30 days prior to submittal.		<input type="checkbox"/>	<input type="checkbox"/>
6. Mailing list of the property owners within 300 feet of the exterior boundaries of the tract(s) identified in the application, in MS Word-file format using Avery Mailing Label 5160 template.		<input type="checkbox"/>	<input type="checkbox"/>
7. Five copies of the proposed BSP drawing.		<input type="checkbox"/>	<input type="checkbox"/>
8. One reduced copy (11"x17") of each sheet.		<input type="checkbox"/>	<input type="checkbox"/>
B. BINDING SITE PLAN MAPS	N/A	Provided	Staff
1. The BSP map shall be on a minimum of 18"x24" to a maximum of 24"x36" sheet(s) drawn to a scale of no more than 1"=20' and no less than 1"=100', unless otherwise approved by the City. The BSP map shall be a drawing of the entire contiguous parcel(s) showing the following information:			<input type="checkbox"/>
a. Date, scale, and north arrow.		<input type="checkbox"/>	
b. Section, Township, and Range.		<input type="checkbox"/>	
c. Vicinity Map showing location of the site and its relationship to surrounding areas, including existing streets.		<input type="checkbox"/>	
d. Boundaries of the total parcel included in the BSP and each individual lot being created.		<input type="checkbox"/>	
e. Street address blocks within the boundary of each proposed lot and tract.		<input type="checkbox"/>	

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B. BINDING SITE PLAN MAPS (CONTINUED)	N/A	Provided	Staff
f. Legal description of the total parcel included in the BSP, along with the parcel number(s).		<input type="checkbox"/>	
g. The number assigned to and size (acreage and square-footage) of each lot or leased site.		<input type="checkbox"/>	
h. Size (square-footage) of each building.	<input type="checkbox"/>	<input type="checkbox"/>	
i. Location and dimensions of any existing and proposed easements and right-of-way for public services or utilities contained within the BSP.	<input type="checkbox"/>	<input type="checkbox"/>	
j. Boundaries of all community tracts reserved in the deeds for the common use of the property owners.	<input type="checkbox"/>	<input type="checkbox"/>	
k. Location of:			
- All proposed points of ingress/egress to the site.		<input type="checkbox"/>	
- All existing (and if proposed to remain or be removed) and proposed structures, and distances to proposed property-lines.		<input type="checkbox"/>	
- All on-site and off-site wells (within 200 feet) with their 100-foot protective radii. If there are no on-site or off-site wells (within 200 feet), a statement to that effect must be placed on the map.		<input type="checkbox"/>	
- On-site septic systems and reserve areas.	<input type="checkbox"/>	<input type="checkbox"/>	
- All parking spaces.	<input type="checkbox"/>	<input type="checkbox"/>	
- Permanent features which will have an impact upon the BSP, such as all existing or platted streets, utility rights-of-way, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
- Wetlands with associated buffers.	<input type="checkbox"/>	<input type="checkbox"/>	
- Riparian areas with associated buffers.	<input type="checkbox"/>	<input type="checkbox"/>	
- Identified geologically hazardous areas.	<input type="checkbox"/>	<input type="checkbox"/>	
- Designated flood hazard areas with reference to the FIRM map and panel number.	<input type="checkbox"/>	<input type="checkbox"/>	
l. Project Information block shall also be placed on the face of the BSP as follows:			
- Applicant: name, address, telephone, email.		<input type="checkbox"/>	
- Representative: name, address, telephone, email.	<input type="checkbox"/>	<input type="checkbox"/>	
- Assessor's parcel number(s).		<input type="checkbox"/>	
- Total area (acreage and square-footage) of parcel.		<input type="checkbox"/>	
- Number of lots and proposed use (single-family residential, commercial, etc).	<input type="checkbox"/>	<input type="checkbox"/>	
- Density (residential only).	<input type="checkbox"/>	<input type="checkbox"/>	
- Smallest lot-size.	<input type="checkbox"/>	<input type="checkbox"/>	
- Number of parking spaces.	<input type="checkbox"/>	<input type="checkbox"/>	
- Percent of site covered with impervious surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	
- Length of roads (public and private).	<input type="checkbox"/>	<input type="checkbox"/>	
- Width of roads (public and private).	<input type="checkbox"/>	<input type="checkbox"/>	
- Area (acreage and square-footage) of roads (public and private).	<input type="checkbox"/>	<input type="checkbox"/>	

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B. BINDING SITE PLAN MAPS (CONTINUED)	N/A	Provided	Staff
- Tree Protection Open Space (acreage and square-footage), if required.	<input type="checkbox"/>	<input type="checkbox"/>	
- Open Space (acreage and square-footage), if required.	<input type="checkbox"/>	<input type="checkbox"/>	
- Critical areas including buffers (acreage and square-footage).	<input type="checkbox"/>	<input type="checkbox"/>	
- Zoning.		<input type="checkbox"/>	
- Water provider.		<input type="checkbox"/>	
- Sewer provider.		<input type="checkbox"/>	
- Electricity provider.		<input type="checkbox"/>	
- Telephone provider.		<input type="checkbox"/>	
- Gas provider.		<input type="checkbox"/>	
- Refuse collection.		<input type="checkbox"/>	
- School District.		<input type="checkbox"/>	
- Cable/TV provider.		<input type="checkbox"/>	
m. For residential BSPs that involve division of land, a minimum of 10 percent of the gross area must be set aside as Open Space.	<input type="checkbox"/>	<input type="checkbox"/>	
n. For commercial BSPs of 10 acres or more that involve division of land, a minimum of 5 percent of the gross area must be set aside as Open Space.	<input type="checkbox"/>	<input type="checkbox"/>	
o. If a Land Clearing Permit is required, a minimum of 5 percent of the buildable area must be set aside in a contiguous Tree Protection Open Space, if the proposed BSP will retain less than 20 percent of the existing trees, or 12 trees per acre, whichever is greater.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Five full-size copies of a conceptual utility plan on a minimum of 18"x24" to a maximum of 24"x36" sheet(s) drawn to a scale of no more than 1"=20' and no less than 1"=100', unless otherwise approved by the City. The plan shall include the location of existing and proposed water mains, fire-hydrants (on-site and off-site with adjacent street right-of-way), sewer mains, water laterals/meters, sewer laterals, proposed grinder pump systems (if applicable), proposed sewer pump station (if applicable), storm water collection and retention/detention systems, and street lights (public and private).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. OTHER DOCUMENTS	N/A	Provided	Staff
1. Forester's Report/Tree Protection Plan, prepared in accordance with TMC 16.08.050.C, TMC 16.08.070.R and TMC 16.08.072.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Wetland Report, prepared in accordance with TMC 16.28.140.C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Fish and Wildlife Habitat Protection Plan, prepared in accordance with TMC 16.32.090.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Geologically Hazardous Areas Report, prepared in accordance with TMC 16.20.050.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Preliminary Drainage Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.		<input type="checkbox"/>	<input type="checkbox"/>

Preliminary Binding Site Plan Submittal Checklist

I verify that all required documents associated with this application have been submitted.

Signature of Applicant

Date

Signature of Port of Olympia (if applicable)

Date