

File Name:

File Number:

Instructions for Applicants

Please read and follow all instructions on your application carefully. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items, and a notarized affidavit of ownership (if applicable).

Specific Type of Land Use Application to be submitted (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Accessory Dwelling Unit | <input type="checkbox"/> Landscaping (not with PDR app) | <input type="checkbox"/> Wireless Communication Facility |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Project Design Review (PDR) | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Rezone/PUD | |
| <input type="checkbox"/> Boundary Line Adjustment/ Lot Comb. | <input type="checkbox"/> Short Subdivision (Short Plat) | <input type="checkbox"/> Comprehensive Plan Suggested Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Subdivision (Long Plat) | <input type="checkbox"/> Comprehensive Plan Amendment |
| <input type="checkbox"/> Environmental Review (SEPA) | <input type="checkbox"/> Variance | |

Please Print or Type Legibly

Applicant:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Contact Person, if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Property Owner(s), if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Site Address(es):			Zoning:
Assessor Parcel Number(s) – (APNs):			Comp. Plan Designation:
Description of Proposal:			
I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.			
Signature of Applicant/Agent: _____			Date: _____
Signature of Property Owner: _____			Date: _____

Binding Site Plan

File Name:

File Number:

PRE-APPLICATION CONFERENCE

Any property owner or developer who desires to apply for a Binding Site Plan within the City of Lynnwood is strongly encouraged to consult with staff prior to submitting an application in order to become familiar with the requirements of Lynnwood Municipal Code (LMC) Title 19 – Subdivisions.

PRELIMINARY APPROVAL

A Land Use Application for a Binding Site Plan is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing.

REQUIRED ITEMS - ALL MATERIALS SHALL BE ELECTRONIC (PDF) UNLESS OTHERWISE NOTED

- 1. Land Use Application Cover Sheet, with original signature(s).
- 2. Electronic copy (PDF) of a site plan prepared by a licensed surveyor registered in the state of Washington showing:
 - A. The name of the site plan or dedication;
 - B. The date, scale, area, vertical control datum, certification of the registered surveyor, and north arrow;
 - C. The name and address of the owner(s), developer(s), and any parties of interest;
 - D. A legal description of the site plan or dedication;
 - E. The boundary lines, to scale, and actual dimensions of the tract to be platted, subdivided, or dedicated;
 - F. The location, width, and designations of all existing or platted streets, other public ways, or easements within or adjacent to the proposed development and all other features such as buildings, utilities, watercourses, power lines, and section lines;
 - G. The zoning of tracts and all adjacent parcels;
 - H. The contours, with intervals of 5 feet or less, references to mean sea level datum;
 - I. The approximate dimensions of all lots and blocks with lot area, lot numbers and block designations; and
 - J. All parcels and tracts being reserved or dedicated as native growth protection areas, parks, playgrounds, streets, alleys, or other public and semi-public uses.
- 3. A master plan and schedule if the property is intended to be developed in phases.
- 4. The names and addresses of adjacent property owners.
- 5. A copy of all recorded documents pertaining to the subject property.
- 6. The following items, if deemed necessary by the Public Works Director or the Community Development Director:
 - A. A layout showing the location and sizes of sewer lines, catch basins, pumps or other drainage and sewage structures;
 - B. A layout of the proposed water distribution system;
 - C. The grades of proposed streets and methods of storm drainage;
 - D. A tree retention, land clearing and/or grading plan; and
 - E. Any other study, plan, layout, cross-section, or documentation deemed necessary.

For Staff Use Only	
Verified	Waived

- 7. A completed SEPA application, unless the project is categorically exempt from SEPA review.
- 8. A complete, notarized Affidavit of Ownership for all property owner(s) of the involved property, with original signatures.
- 9. Application fee(s).

For Staff Use ONLY	
Verified	Waived

**FINAL APPROVAL
REQUIRED ITEMS**

- 1. An electronic copy (PDF format).
- 2. One full-size paper copy of the final plan on reproducible material.
- 3. A copy of any deed restrictions and restrictive covenants proposed by the applicant.
- 4. A current title report issued by a title insurance company showing all parties whose consent is necessary and their interest in the premises, as well as any encumbrances.
- 5. One copy of the "as-constructed" plans, prepared on mylar by a licensed professional engineer registered in the state of Washington, showing all completed improvements.
- 6. A complete survey with field computation notes.
- 7. A plat performance bond or other security per LMC 19.20.045 if the required improvements have not been completed.
- 8. A petition bearing sufficient signatures to create a local improvement district, if proposed and not already created by resolution.
- 9. All inspection, application, and processing fees are paid in full.

FEES See LMC 3.104 or contact our office for current fee information.

- NOTES**
1. The approval of a Binding Site Plan Application does not in any way replace, modify or waive any requirement for the compliance of the proposal with other applicable codes, standards, or regulations including, but not necessarily limited to, those of the Building, Fire or Public Works Departments. You are advised to contact these departments concerning such requirements.
 2. It is the responsibility of the owners, applicants and agents to become aware of the requirements of Title 19-Subdivisions and Title 21-Zoning of the Lynnwood Municipal Code. It is strongly encouraged that a pre-application conference with the City staff be scheduled prior to submittal of an application.
 3. An application may be amended only in writing.
 4. Submittal of this application grants the appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is directly related to this application.
 5. In each application the burden of proof rests with the applicant, petitioner or proponent.
 6. *Optional consolidated review:* Per LMC 1.35.080, projects involving two or more land use applications filed at the same time may be "consolidated" upon written request by the applicant at the time of submittal. When applications are consolidated for review, the entire package will proceed using the process involving the highest decision-making authority. For example, for a project involving a Project Design Review application and a Rezone application, both applications would have a final decision issued by City Council. It is strongly recommended that you speak with a staff member about consolidated review so that you are informed of your options and how your applications would be affected.
- I/We hereby request consolidated review.
 - 7. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

8. Staff strongly recommends that the applicant submit a written statement with the Binding Site Plan Application which responds to the factors that are considered during review by staff and the Mayor. It is the applicant's burden to demonstrate conformance to the following factors as they now exist or as they may be amended:

- A. The Lynnwood Comprehensive Parks and Recreation Plan;
- B. The Lynnwood Zoning Code;
- C. The standards of LMC Title 19 – Subdivisions, and RCW 58.17;
- D. The Lynnwood 6-year Transportation and Improvement Plan;
- E. The standards of LMC Title 17 – Environment;
- F. The Lynnwood Water System Comprehensive Plan;
- G. The Lynnwood Comprehensive Trunk Storm Drainage Plan and LMC 13.40 Drainage Plans;
- H. The standards of LMC 21.08, Land Clearing;
- I. The compatibility of the plat to the existing adjacent developments;
- J. The Federal flood hazard area map and criteria, as per LMC 16.46; and
- K. Any other plans and programs as the City of Lynnwood may adopt.

I/We _____, owner(s) of the property commonly known as _____, do hereby apply for approval of a Binding Site Plan for the above-referenced property. I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.

Signature of Owner: _____ Date: _____

Please print name: _____

File Name: _____

File Number: _____

Property Owner: _____

Contact Address: _____

Phone: _____

Any person with a verifiable interest in the subject property must complete this form. If the above property owner has an express interest in additional parcels involved in the listed project than there is space provided for below, those parcel numbers and associated legal descriptions must be provided on further copies of this form.

Site Address: _____

APN: _____

Legal Description: _____

Site Address: _____

APN: _____

Legal Description: _____

AFFIDAVIT OF OWNERSHIP – To Be Completed in the Presence of a Notary Public

I, _____, being duly sworn, depose and say that I am the owner of record of that certain real property identified as Snohomish County Parcel Number(s) _____, and that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.

Signature of Owner: _____

Date: _____

Please print name: _____

STATE OF _____)
) ss.
 COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20____.

NAME (print): _____

NAME (sign): _____

Notary Public in and for the State of _____

Commission Expires: _____