



BINDING SITE PLANS

COUNTER COMPLETE SUBMITTAL CHECKLIST

Applicant:

Please use this checklist to aid you in preparing a complete application before submitting to DCD. You must have all the items required for your application complete in order for your application to be accepted.

Please call a Development Engineering Permit Technician at (360) 337-5777 for a submittal appointment or if you have any questions regarding your application submittal.

For Official Use Only
Submittal Date: _____
Application Number: _____
Staff Name: _____

Applicant Name: _____ Assessor's Account # _____

Project Name: _____

- Application fees
 - o Base fee – see current DCD fee schedule
 - o Permit fee – see current DCD fee schedule
 - o Concurrency Capacity Reservation fee – see DCD fee schedule.
- Health District fee – see current Health District fee schedule
- Three copies of the Land Use Decision, if applicable
- One original and nine copies of the completed application form
- Ten sets of prints of the binding site plan map
- Soil logs shown on the map, if proposing on-site septic
- Three copies of a water availability letter signed by appropriate official, if proposing public water
- Three copies of a sewer availability letter signed by appropriate official, if proposing public sanitary sewer
- Two copies of a Plat Certificate, current within 30 days
- Three copies of closures for total boundary, all lots and tracts
- For a major development or a minor development requiring engineering:
 - o Five copies of preliminary drainage plans
 - o Five copies of preliminary drainage report
 - o Five copies of other technical reports and documents as applicable
- For a minor development not requiring engineering:
 - o Five copies of an abbreviated plan
 - o Five copies of other technical reports and documents as applicable
- Three copies of additional submittal materials required by the Decision

Comments:

This list is intended to be as complete a list as possible. You should be aware, however, that additional items may be required if the review process indicates more information is needed to evaluate your project request or if the project changes in any way.