



# CITY OF PORT ORCHARD

## Permit Center

Office located at 720 Prospect Street  
 Mailing address: 216 Prospect Street  
 Port Orchard, WA 98366  
 (360) 874-5533 • permitcenter@cityofportorchard.us

### FINAL BINDING SITE PLAN APPLICATION

<i>For Staff Use Only</i>	File #:	Receipt #:
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***Incomplete Application Will Not Be Accepted.***

#### **1. PROPERTY INFORMATION.**

General Location of Property:		
Nearest intersection:		
Section:	Township:	Range:

#### **2. PROJECT INFORMATION.**

<b>BSP is for:</b>	<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed Use	<input type="checkbox"/> Industrial	<input type="checkbox"/> Condominiums
Site Name:				
Property Owner(s): <i>(list all)</i>				
<b>Building Type:</b>	<input type="checkbox"/> DETACHED HOUSE	<input type="checkbox"/> ATTACHED HOUSE	<input type="checkbox"/> BACKYARD COTTAGE	
<i>POMC 20.32</i>	<input type="checkbox"/> COTTAGE COURT	<input type="checkbox"/> DUPLEX: BACK TO BACK	<input type="checkbox"/> DUPLEX: SIDE BY SIDE	
	<input type="checkbox"/> FOUR-PLEX	<input type="checkbox"/> TOWNHOUSE	<input type="checkbox"/> APARTMENTS	
	<input type="checkbox"/> LIVE-WORK	<input type="checkbox"/> SHOPFRONT HOUSE	<input type="checkbox"/> SINGLE-STORY SHOPFRONT	
	<input type="checkbox"/> GENERAL	<input type="checkbox"/> MIXED USE SHOPFRONT		

Number of Units by building type:

#### **3. SUBMITTAL REQUIREMENTS.**

*Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements.*  
**Check the box for each item included with this application:**

- The Master Permit Application Form**, completed.
- Final Binding Site Plan Application** (*this form*), completed.  
*The attached example of the conditions compliance matrix is not required.*
- A Conditions Compliance Response Matrix**, addressing the conditions of the Preliminary Binding Site Plan approval. The Final Binding Site Plan must meet the requirements of the preliminary binding site plan approval (*POMC 20.94.050*). The conditions compliance response matrix shall list each condition as written in the approved preliminary binding site plan decision, and the applicant's response. (*see the attached example*)  
*A Word template is available upon request to the Permit Center prior to application submittal.*
- A Title Report**, dated by the title company within thirty (30) days of the date of this application submission, confirming that the title of the lands as described and shown in the plat is in the name of the owner(s).
- The Complete Legal Description of the Property.**
- Addressing and Road Names.** If addressing has not been completed, provide:
  - Plot Plan** used specifically by the Addressing Technician. Must be free from excess information such as contours, drainage, utility lines and setbacks.
    - Include north arrow and scale.
    - Show tracts, numbered lots, and tax parcel numbers.
    - Show surrounding existing and/or planned development for context.

- A Mathematical Map Check** (Lot Closures)
- Map Sets:** meeting the requirements of POMC 20.94.070(2).  
The survey and map must be formatted to print at 18" x 24" or larger, with one-half inch border on the top, bottom, and right-hand margins and a two and one-half inch border on the left-hand or binding margin.  
Refer to POMC 20.90.030(B)(1-21) for all specific requirements, including but not limited to:
  - Prepared by a registered land surveyor.
  - 18" x 24" or larger, with a north arrow
  - Scaled to not less than one inch equal to 100 feet.
  - Approved street name(s) and lot address numbers.
  - Dedications and Signature blocks.
  - A vicinity map, approximately 800 feet to the inch.
- Record drawings (As-Builts):**  
Submit two paper copies for initial review and approval, 18" x 24" or larger. Once approved, submit Approved As-Built Plans:
  - Two paper copies, 18" x 24" or larger.
  - Electronic version in CAD (.dwg) file format.
  - High resolution (300 dpi min) PDF produced from vector based drawings.

#### **4. PROJECT-SPECIFIC SUBMITTAL REQUIREMENTS.**

*Electronic submittals are required. Paper copies are also required where indicated below.*

- A List of All Incomplete Improvements**, with cost estimate information provided by the applicant's engineer for the construction and installation of all infrastructure, public facilities, erosion and sedimentation control, landscaping and improvements as required by the preliminary binding site plan, but not installed at the time of final binding site plan application; including, but not limited to:
  - Water mains and appurtenances, including the costs of any other associated improvement by item, including water services;
  - Storm drainage facilities;
  - Sanitary sewer;
  - Pedestrian/bike connections;
  - Landscaping, including street trees;
  - Other on- or off-site improvements as required;
- Original Signed and Notarized Bond(s) or other security** for infrastructure, erosion and sedimentation control, landscaping and/or any Public Facilities as required by the preliminary binding site plan. Bonds to be accompanied by engineered drawings of the improvements as approved, and an engineer's cost estimate of improvements. *Bonds must be submitted using a form approved in advance by the City's attorney and from a bonding company licensed to do business in the State of Washington.*
- Bill of Sale with Original Signature** for any infrastructure that is being donated to the City.
- Recorded off-site easements or dedications.**
- Water and/or sewer acceptance letters from West Sound Utility District.**
- Covenants, Conditions and Restrictions (CC&Rs) for Condominiums.**
- The Recorded Storm System Covenant.**

*Other documentation may be required in addition to what is listed above.*

#### **5. REQUIRED AFTER FINAL APPROVAL.**

- A recordable survey with surveyor's signature on Mylar film or better is required for recording. Must meet the requirements of POMC 20.94.070(3) and RCW 58.09.

**OWNER**

**SELECT THE APPROPRIATE STATEMENT:**

- I affirm that the property affected by this application is in my exclusive ownership.
- I affirm that the property affected by this application is not in my exclusive ownership. This application is submitted with the consent of all owners of the affected property.

**IF AN AGENT IS SUBMITTING THIS APPLICATION ON YOUR BEHALF**, complete this verification statement:

As the record owner of the property listed above, I authorize \_\_\_\_\_, as my Authorized Agent to submit this application on my behalf.

In this statement under oath, I state and attest that the tract has not been subdivided within the last five years, except by an approved preliminary plat and final plat.

The application as completed is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Owner (*Must be notarized*)

\_\_\_\_\_  
Print Name of Owner

\_\_\_\_\_  
Date

STATE OF WASHINGTON     )  
  ) SS  
COUNTY OF KITSAP     )

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

WITNESS MY HAND AND OFFICIAL SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the  
State of Washington, residing at

\_\_\_\_\_  
My appointment expires:  
\_\_\_\_\_

**EXAMPLE ONLY:** A Word version template of this form is available upon request. Contact the Permit Center.

***NAME OF BINDING SITE PLAN***

**CONDITIONS COMPLIANCE RESPONSE MATRIX**

Responses provided by: \_\_\_\_\_ Date \_\_\_\_\_  
Name Date

<b>Conditions of Approval</b>			
<b>City of Port Orchard Preliminary Binding Site Plan Decision</b>			
<b>Condition Number</b>	<b>Condition</b>	<b>Response</b>	<b>Staff Review</b>
1.	Text from Binding Site Plan Decision	Response by Applicant	
2.	Text from Binding Site Plan Decision	Response by Applicant	
3.	Text from Binding Site Plan Decision	Response by Applicant	
4.	Text from Binding Site Plan Decision	Response by Applicant	
5.	Text from Binding Site Plan Decision	Response by Applicant	
6.	Text from Binding Site Plan Decision	Response by Applicant	
7.	Text from Binding Site Plan Decision	Response by Applicant	
8.	Text from Binding Site Plan Decision	Response by Applicant	
9.	Text from Binding Site Plan Decision	Response by Applicant	
<b>Continue to Add Conditions and Responses as applicable</b>			
etc.			