



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

ALTERATION to or VACATION of a FINAL BINDING SITE PLAN

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

<u>1. PROPERTY INFORMATION.</u>		
General Location of Property:		
Nearest intersection:		
Section:	Township:	Range:
<u>2. PROJECT INFORMATION.</u>		
Proposed Site Name:		
Application is for: <input type="checkbox"/> Alteration <input type="checkbox"/> Vacation		
TYPE: <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Use <input type="checkbox"/> Industrial <input type="checkbox"/> Condominiums		
Total area: sq.ft.	Number of lots:	Average lot size: sq.ft.
Proposed Access:		
Building Type: <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:		
Does the proposed Alteration or Vacation make changes to a building permit, or to other applicable land use permits within the approved final binding site plan? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<u>3. SUBMITTAL REQUIREMENTS.</u>		
<i>Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements.</i>		
Check the box for each item included with this application:		

This application shall include the following, unless specifically waived by DCD:

- 1. The Master Permit Application Form**, completed.
- 2. Alteration or Vacation to a Final Binding Site Plan application** (*this form*).
 - Include the **original** signed and notarized Owner Statement (*page 4 of this application*).
- 3. This decision criteria statement** addressing each of the decision criteria listed in POMC 20.94.040.
 - Decision criteria statement to be provided in **Word**.

FOR COMMERCIAL, MIXED USE OR INDUSTRIAL PROJECTS: In addition to 1 – 3 above, also submit the following:

- 4. The Complete Legal Description of the Property**, including legal descriptions of all proposed lots.
- 5. 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).

- 6. Titles and Certificates**, including legal description according to official records in the office of the county auditor; pertinent survey data compiled as a result of a survey made by or under the supervision of a land surveyor registered in the State and engaging in land surveying which contains notation stating acreage, scale, north arrow, datum, bench marks, certification for registered civil engineer or licensed surveyor, date of survey.
- 7. A Certification By The Land Surveyor** stating that all requirements of this title have been complied with.
- 8. A draft of proposed covenants**, if any.
- 9. Map Sets:** The survey and maps shall be prepared by a registered land surveyor, scaled to not less than one inch equal to 100 feet, 18" x 24" or larger, and shall contain the following information:
 - The proposed name of the subdivision, if applicable, which shall not be the same as that of any other subdivision or development in the City.
 - Scale, north arrow, and date.
 - Vicinity map with site clearly marked and shown in relation to the nearest major streets, roads and waterways in the area.
 - Boundary lines including distance and bearing. The map shall be referenced to the State plane coordinate system.
 - Location of monuments or evidence used as ties to establish the boundaries.
 - Zoning on and adjacent to the property.
 - Proposed lot lines, dimensions, lot numbers, and block numbers.
 - Square feet of lot area for all lots and parcels within the subdivision. Include the numbers to be assigned to each block and lot.
 - A notation which shows the dimensioned setback of all existing structures, including those on adjoining properties, relative to existing property lines and to proposed lot lines, if such structures are proposed to remain and are within 30 feet of existing or proposed lot lines.
 - Exact location and dimensions of all rights-of-way, tracts, easements, driveways, parks, or other public spaces, structures, lots, blocks, etc. within or adjoining the subject property, shown in reference to and in scale with the proposed subdivision and with applicable city or county file numbers.
 - Existing and proposed water, sewer, power, communication and stormwater drainage systems on, under, or over the property showing size, grades, points of connection, and location.
 - The lot lines and owners of adjacent properties for a distance of not less than 100 feet from the external boundaries of the subject property.
 - Existing topography of the subdivision indicated by contours at two-foot intervals. If the proposed subdivision has slopes that exceed fifteen percent, five-foot contour intervals may be used in those areas.
 - Typical cross-sections of the proposed grading; roads showing proposed sidewalks.
 - Tracts of land intended to be dedicated for public use, or reserved for use of owners of the property in the subdivision, including the dimensions and square footage of such tracts.
 - If the plat constitutes a replat, the lots, block streets, etc. lines of the original plat shall be shown with dashed lines in their proper positions in relation to the new arrangement on the plat, the new plat being clearly shown in solid lines.
 - A statement of soil type, drainage conditions, and present landscaping including a description of any natural or manmade land cover; wildlife present; the location of significant trees and proposed significant trees to be retained; all environmentally sensitive areas, their buffers, and minimum building setbacks; information required in accordance with POMC Subtitle VII, Environmental Regulations; and any other environmental factors which may be prescribed by the Department of Community Development.
- 10. If the Site is Proposed to be Developed in Two or More Phases**, include a map clearly showing the proposed phases and providing the proposed phasing schedule. Submittal must comply with POMC 20.88.030(11).

Note: please consult with the DCD staff prior to submitting a phased development plan for additional submittal requirements specific to your proposal.

FOR RESIDENTIAL CONDOMINIUMS: in addition to 1 – 3 above, also submit:

- 11. A Sworn Declaration from a Registered Land Surveyor** licensed in the state of Washington that all requirements of RCW 64.34.232, as now adopted and hereafter amended, have been satisfied.
- 12. The Binding Site Plan Map** prepared by a registered land surveyor licensed in the state of Washington, 18" x 24", containing the following information:
 - The name of the condominium project.
 - The legal description of the entire parcel.
 - The date, scale, and north arrow.
 - Boundary lines, rights-of-way for streets, easements, and property lines of lots, the location of all open spaces, utilities, and other improvements, with accurate bearings, dimensions of angles and arcs, and all curve data describing the location of all improvements.
 - Names and right-of-way widths of all streets within the parcel and immediately adjacent to the parcel. Street names shall be consistent with the names of existing adjacent streets.
 - Number of each lot and each block or division.
 - Location, dimensions and purpose of any easements, noting if the easements are private or public.
 - Location and description of monuments, boundary corners set, and all lot corners set and found.
 - Datum elevations and primary control points approved by the public works department. Descriptions and ties to all control points will be shown with dimensions, angles and bearings.
 - Identification of all land, trees, and tree canopy intended to be cleared; the trees or tree canopy intended to be preserved; and the location of the proposed access to the site for clearing and grading during site development and construction.
 - A dedication statement acknowledging public and private dedications and grants.
 - Other restrictions, conditions, and requirements as deemed necessary by the city including all applicable requirements of the engineering design standards.

Other documentation may be required other than what is listed above. Additional information required by the Director may include, but not be limited to, dedications or conditions of development required by POMC Title 20.94.

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.

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:
