



# BINDING SITE IMPROVEMENT PLAN

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362  
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

file no.

A Binding Site Improvement Plan (BSIP) allows for the division of land for the purpose of sale or lease when used for commercial or industrial purposes as an integrated commercial or industrial center and allows for certain development standards (zoning, parking, setbacks, landscaping, lot area and lot dimension) on individual lots to be modified provided the standards for the entire center are met. For more info, see Port Angeles Municipal Code Chapter 16.10 - Binding Site Improvement Plan for more information.

## REQUIRED MATERIALS CHECKLIST

A complete BSIP application will be determined complete when the items listed below are submitted to the Department of Community & Economic Development.

- BSIP Application:** A completed and signed BSIP application; and any other land use applications
- BSIP Narrative:** A description of the requested BSIP, requested deviations, and how the site will meet the development standards for the entire site
- SEPA Checklist:** A completed Environmental Checklist
- Vicinity Map:** a map showing the location of the site
- Scaled Drawing:** a digital drawing no smaller than prepared to the following standards:
  - The date, scale, and north directional arrow;
  - The boundaries of the entire parcel being platted, including all contiguous unplatted property owned by the subdivider;
  - A legal description of the property being platted;
  - Identification, dimensions, and area of all proposed lots and address numbering. Interior lots to be eliminated shall be shown by a dashed line and so noted;
  - The name and location of existing and proposed public rights-of-way;
  - The location of existing and proposed easements;
  - The required building setbacks on each proposed lot;
  - The location of existing and new buildings including distances from property and/or leasehold lines, driveways, and parking calculations;
  - The location of existing natural features, such as streams, rivers, wetlands, shorelines, drainage ways, ravines and steep slopes;
  - The location and size of utilities, including water, sewer, storm drains, and fire hydrants existing and proposed;
  - Location of sensitive areas and sensitive area buffers (as well as slopes for 20 percent or greater and drainage or other watercourses) on the site.
- Legal Descriptions** of all tracts contained within the boundaries of the plat.
- Shared Facilities:** a description of the method of common management of shared facilities.
- Mailing Addresses:** Mailing labels and a list (MS Excel format) of property owners within 300 feet of the proposed site, obtained from the Clallam County Assessor's Office.



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### APPLICANT INFORMATION

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Representative (If other than owner): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### SUBJECT PROPERTY

Property Address(es): \_\_\_\_\_

Full Street Address(es): \_\_\_\_\_  
\_\_\_\_\_

Full Legal Descriptions: \_\_\_\_\_  
\_\_\_\_\_

Property ID / Tax Parcel #: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed site areas size - Acreage in:  
Streets \_\_\_\_\_ Parks/open space areas \_\_\_\_\_ Other non-residential land uses \_\_\_\_\_

Streets serving site: \_\_\_\_\_

Method of Providing - Potable Water: \_\_\_\_\_ Sewer: \_\_\_\_\_

I have read and completed the application and know it to be true and correct. I am authorized to apply for this permit and understand that it is my responsibility to determine what permits are required and to obtain permits prior to work, use, or activity. I understand that I will forfeit review fees if I withdraw the application before the permit is issued.

Property Owner: \_\_\_\_\_  
(Date) (Print Name) (Owner Signature)

Notes:

Fees: \$1,500 Preliminary \$1,000 Final

DATE STAMP