



RESIDENTIAL CONDOMINIUM - BINDING SITE PLAN - SUPPLEMENTAL APPLICATION FORM

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OFFICE USE ONLY

Application No: LUP _____ Is a Master Land Use Application form attached? Yes No

If no, do not accept this form.

Name of Condominium Binding Site Plan: _____

Definitions:

“Condominium” is defined as “a multiple-family dwelling, portions of which are designated for separate ownership and the remainder of which is designated for a common ownership solely by the owners of those portions. Real property is not a condominium unless the undivided interests in the common elements are vested in the dwelling unit owners, and unless a declaration and a survey map and plans have been recorded.” (NMC 17.10.113).

Note: All fields must be completed, including blank lines and check boxes. Any check box marked “no” that is demarcated by an asterisk could result in the application being deemed incomplete.

Pre-application Conference:

As a Type II application, has a pre-application conference been held with the City of Newcastle within the past 12 months pertaining to this proposal as required by NMC 19.09.010(A)?

Yes No*

If no, do not submit this application; apply for a pre-application conference.

Date of Pre-application Conference: _____
month date year

Does this proposal reflect the comments provided by the City at the pre-application conference? Yes No

If you answered “No” to the above question, please explain:

Location within Designated Floodplain: Is the proposed short subdivision located in whole or in part within a designated floodplain? Yes No

(If yes, the City shall give written notice of the application, including a legal description of the binding site plan and a location map, to the State Department of Ecology, per RCW 58.17.120. The binding site plan then requires written approval from the Department of Ecology)

Title Report:

Have you included with this application a title report dated by the title company within thirty (30) days of the date of submitting this application? Yes No*

Does the title report confirm that the title of the lands as described and shown on the proposed plat are in the name of the applicant, or in the name of the owner whom the applicant represents? Yes No*

Additional Required Submittals: Please confirm that the following additional materials and information are included with this binding site plan application, either as a hard copy or in electronic format:

Site Plan: A scaled site plan of the property proposed to be developed (of a scale clearly legible) is required. Is the required site plan submitted with this application? Yes No*

Does the site plan include the following information?

1. The location and size of all proposed lots, tracts and easements, consistent with separately attached plat map required below; Yes No*
2. Proposed site improvements and structures; Yes No*
3. Any existing structures or site improvements intended to be retained on the site; N/A Yes No*
4. The location of proposed or existing open space, including any required landscaped areas (show areas only; details of proposed vegetation is to be submitted as a separate landscape plan as specified below); Yes No*
5. The location and identification of critical areas; N/A Yes No*
6. Adjacent streets, access easements and proposed locations and dimensions of driveways providing access to the site; Yes No*
7. The layout of an internal vehicular and pedestrian circulation system, including proposed ingress and egress for vehicles and emergency vehicle access; Yes No*
8. Location of existing and proposed fire hydrants; Yes No*
9. The number and location of proposed or existing parking spaces on the site, and on streets directly abutting the site; Yes No*
10. The location of utilities and drainage systems proposed to serve the site; Yes No*
11. The location and size of water bodies and drainage features, both natural and manmade within 500 feet of the site; N/A Yes No*
12. A layout of sewers and the proposed water distribution system; Yes No*

13. Proposed easements and access; Yes No*
14. Locations of significant trees identified to be retained per NMC 18.16.130. N/A Yes No*

Elevation Drawings and Floor Plans. A minimum 18-inch by 24-inch drawing of elevations and floor plans. Are the required elevation drawings and floor plans submitted with this application? Yes No*

Plat Map. A minimum 18-inch by 24-inch drawing of a map labeled, “Plat of _____ Residential Condominium Binding Site Plan” (insert name of plan) showing only existing and proposed lot and tract lines, easement lines (including necessary maintenance and/or construction easements for buildings with zero setbacks from property lines), rights-of-way lines, dimensions, bearings, monuments, lot numbers, and other descriptions and illustrations of how the binding site plan is to be legally accessed, divided and described, consistent with separately attached site plan required under subsection E of this section. Is the required plat map submitted with this application? Yes No*

Does the plat map include the following information?

1. The boundary lines of the tract to be platted and the proposed interior lot lines, and relationship to adjacent properties (heavy line weight); Yes No*
2. All bearings and dimensions along the lines of each lot together with any other data necessary for the location of any lot lines in the field, referenced to the Washington Coordinate System, WM Zone; (medium line weight); Yes No*
3. Location of monuments or evidence used as ties to establish the boundaries (medium line weight); Yes No*
4. The boundary and dimensions of the “original tract,” including its bearings and length of all boundary lines, assessor’s parcel number, section, township and range; (fine line weight) Yes No*
5. Any necessary easements for improvements to be retained on the site including, but not limited to, structures, utilities, stormwater systems, and underground storage tanks (fine line weight); N/A Yes No*
6. Location and dimensions of all easements and/or streets (public and private) and identifying names of such, both within or adjoining the binding site plan, and applicable city or county file numbers (fine line weight); Yes No*
7. The width and location of access to all lots proposed (medium line weight); Yes No*
8. The number assigned to each lot (heavy line weight); Yes No*
9. The boundaries of all lands reserved in the deed for common use of the property owners of the plat or dedicated to the public (heavy line weight); N/A Yes No*

Utilities Plan. A minimum 18-inch by 24-inch drawing of a utilities plan showing the location and size of utility trunk lines, lateral lines, water, electric, gas, and telecommunication lines, utility vaults and transformers both

existing and proposed to serve the site. Is the required utilities plan submitted with this application? Yes No

Landscape Plan. A minimum 18-inch by 24-inch drawing of a landscape plan showing existing vegetation to be retained, proposed new vegetation, an irrigation plan, and proposed locations of all utilities, drainage systems and retaining walls in relation to proposed landscaping materials (consistent with separately attached utilities, drainage, and grading plans). Is the required landscape plan submitted with this application? Yes No*

Grading Plan. A minimum 18-inch by 24-inch drawing of a grading plan showing proposed clearing and tree retention and the existing and proposed topography, including existing and/or proposed retaining walls, detailed to two-foot contours, unless smaller contour intervals are otherwise specified by the City code. Is the required grading plan submitted with this application? Yes No*

Lighting Plan. A lighting plan showing the location, height and type of all luminaries and security lights in relation to proposed site improvements and landscaping, including photometric details. Is the required lighting plan submitted with this application? Yes No*

SEPA Checklist. A completed SEPA environmental checklist. N/A Yes No*

Sewer Availability Certificate. Sanitary sewer availability certificate from the Coal Creek Utility District. Yes No*

Water Availability Certificate. Water availability certificate from the Coal Creek Utility District. Yes No*

Existing Encumbrance Documents. Copies of all easements, deed restrictions or other encumbrances restricting the use of the site. N/A Yes No*

Phasing Plan. A phasing plan and time schedule, if the site is intended to be developed in phases. N/A Yes No*

Proposed Restrictions. Draft covenants, conditions and restrictions labeled “CC&Rs” or any other restrictions or easements that may apply. Yes No*

Tree Retention Plan. Are you submitting with this application a significant tree retention plan as defined and required in NMC 18.16.140? N/A Yes No*

Easements: Are there any proposed easements on the plat? Yes No
If yes, does the plat map include easement language in the form described in Appendix A of this application form? N/A Yes No*

Road Dedicated to the Public: Are there any roads within the plat that will be dedicated to the public? Yes No
If yes, does the plat map include the dedication certificate in the form described in Appendix A of this application form? N/A Yes No*

Other Certificates on Plat Map: Does the plat map include certificates for (a) the surveyor, (b) the City Engineer, c) the City Community & Economic Development Director, (d) the County Treasurer, and (e) the County Auditor, in the forms described in Appendix A of this application form? Yes No*

Corner Staking & Survey: Has a registered land surveyor staked the corners of the lot or tract to be platted, and does the submitted proposed plat reflect those corner markers? Yes No*

Storm Drainage Review

This project will require a full drainage review per the 2016 King County Surface Water Design Manual (KCSWDM) and is subject to the Low Impact Development (LID) Performance Standard as described KCSWDM section 1.2.9.1. Accordingly, the following information is needed to determine how the project implements or addresses LID measures as specified in KCSWDM Core Requirement #9.

1. A Technical Information Report (TIR) to address TIR Sections 1 – 10 under KCSWDM Section 2.3.1.1. Is this information provided? Yes No*
2. KCSWDM Figure 1.2.2.A, redlined with explanations for each decision box, including a summary regarding LID measures (core #9) on the site. Is this information provided? Yes No*
3. A Site Improvement Plan as specified in KCSWDM Section 2.3.1.2 that reflects the information contained in the TIR and that demonstrates how LID principles under Core Requirement #9 will be implemented. Is this information provided? Yes No*

Common Areas and Maintenance (CC&R's)

Are there any lots, tracts, structures or improvements that are to be owned in common by all owners within the plat? Yes No

If yes, please submit with this application draft Covenants, Conditions and Restrictions (CC&R's) that establish an owner's association including its bylaws, that define the maintenance responsibilities of the owner's association for all common tracts, structures and/or improvements, and that permit the collection of fees (dues) for the purpose of funding the activities of the owner's association relating to the maintenance and/or replacement of all common landscaping, structures and improvements. Have draft CC&R's as described been submitted with this application? N/A Yes No*

Mailing Labels: Two sets of mailing labels for all property owners within 500 feet of any boundary of the site. Are mailing labels provided: Yes No*

Applicant's Statement: I _____ (name) hereby affirm, under penalty of perjury, that I am the applicant of this proposal and that the property(ies) affected by this application, including any easements, is(are) under my exclusive ownership, or that this application has been submitted with the consent of all owners of the affected property(ies), including any easements. I further hereby affirm that the foregoing statements and answers are in all respects true and correct as to my understanding and belief as to those matters.

Signature: _____ Date: _____

**Residential Condominium Binding Site Plan
Certificates, Dedication & Easements**

(See RCW 58.17.160)

1. **Dedication of Roads to Public:** Roads dedicated to the public must be clearly marked on the face of the plat. Any dedication, donation or grant as shown on the face of the plat shall be considered, to all intents and purposes, as a quitclaim deed to the said donee, grantee or grantees, for his, her or their use for the purpose intended by the grantors or donors. The following certificate shall be included on the face of the plat:

Know All Men by these Presents that we, the undersigned owners in the fee simple or contract purchaser and mortgage holder of the land hereby platted, hereby declare this plat and dedicate to the use of the public forever all streets and avenues shown thereon and use thereof for all public purposes not inconsistent with the use thereof for public highway purposes; also the right to make all necessary slopes for cuts and fills upon the lots and blocks shown on this plat in the original reasonable grading of the streets and avenues shown hereon. The undersigned owners hereby waive all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said road. This subdivision has been made with our free consent and in accordance with our desires.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this ____ day of _____, 20____.

[Signature blocks and Notary Certificate to follow. The forms for notary certificates are set forth in RCW 42.44.100].

2. Surveyor's Certificate.

I hereby certify that the binding site plan for _____ is based upon a complete and actual survey and division of Section __, Township __, Range __, East W.M.; that the courses and distances are shown correctly thereon, that the monuments have been set and the lot and block corners staked correctly on the ground; that this is a true and correct representation of the lands actually surveyed and that I have fully complied with the provisions of the statutes and platting regulations.

Certificate: _____

Expiration: _____

Date: _____

3. City Engineer's Approval.

I hereby certify that this binding site plan is consistent with all applicable City improvement standards and requirements in force on the date of binding site plan approval. I have approved this binding site plan as to the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems and other structures. Examined and approved by me this ____ day of _____, 20____.

City Engineer, City of Newcastle

4. Community Development Director's Approval.

This binding site plan complies with all requirements of Title 17 of the Newcastle Municipal Code and all required improvements associated with this binding site plan have been installed or otherwise secured through a bond or other security acceptable to the City. Examined and approved by me this ____ day of _____, 20____.

Community Development Director, City of Newcastle

5. County Finance Division Approval.

This is to certify that all taxes heretofore levied and which has become a lien upon the lands herein described, have been fully paid and discharged, and that there are no delinquent special assessments certified to this office for collection on any of the property herein containing streets, alleys, or for any other public use, according to the records of my office, up to and including the year ____.

Executed this ____ day of _____, 201__.

Authorized Representative Finance, King County

6. County Recorder.

Filed at the request of _____, this day of _____, _____ 20____, and recorded in Volume ____ of Plats, page(s) _____, Records of _____ County, Washington.

County Recorder, King County

7. Easements (Sample Utility Easement).

An easement is reserved for and granted to (the names of all the utilities, public and private, serving the area) and their respective successors and assigns under and upon the exterior ten (10) feet of front boundary lines of all lots and tracts, in which to install, lay, construct, renew, operate, maintain and remove utility systems, lines, fixtures and appurtenances attached thereto, for the purpose of providing utility services to the subdivision and other property, together with the right to enter upon the lots and tracts at all times for the purposes stated, with the understanding that any grantee shall be responsible for all unnecessary damage it causes to any real property owner in the subdivision by exercise of rights and privileges herein granted.