



**CITY OF BLACK
DIAMOND**
Community Development Dept.
24301 Roberts Drive / PO Box 599
Black Diamond, WA 98010
(360) 851-4567

BINDING SITE PLAN CHECKLIST

ABOUT BINDING SITE PLANS:

Per BDMC 17.34 a Binding Site Plan is intended to provide an alternative means of dividing land for commercially or industrially zoned property. This shall apply only to divisions of land for sale or lease of commercially or industrially zoned property and upon which no future residential structure will be placed except as an accessory use.

Public notice is required for binding site plan applications. Once the application has been determined to be complete, city staff will issue a formal notice of application to property owners within 300-feet of the property, publish it in the paper, online, and post on site. A fourteen-day public comment period will follow.

REVIEW PROCESS:

A **pre-application meeting** is recommended prior to the formal binding site plan submittal.

A binding site plan is a Type 2 decision made by the Director and may be approved, approved with conditions, denied, or returned the application for modifications, based on the following criteria:

1. Appropriate provisions are made for, but not limited to, the public health, safety, and general welfare for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, and sanitary wastes;
2. The proposed binding site plan is in conformity with the underlying zoning district requirements, tree preservation requirements of Section 19.30, other land use controls, building requirements, and other applicable regulations which may exist at the time of a completed application;
3. All other relevant facts were considered, including sidewalks and other planning features that assure safe walking conditions for pedestrians;
4. The public interest is served by the binding site plan and any dedications;
5. If the proposal is in an approved MPD, the proposed binding site plan is consistent with the approved MPD, the MPD conditions of approval, the MPD design standards, and the MPD development agreement.

After a binding site plan application has received approval from the director, the applicant shall have sixty days to present to the city a final binding site plan in accordance with BDMC 17.34. After the city has returned the duly executed final binding site plan to the applicant, the applicant shall record the approved binding site plan with King County within thirty days.

The conditions of binding site plan approval shall be vested for five years from the date of approval. All subsequent development on the site will be subject to the development regulations in effect when a development application is submitted.

Code References

Binding Site Plans
Chapter 17.34 BDMC

Zoning and Procedures
Title 18 BDMC

Environment
Title 19 BDMC

Resources

King County iMap
Black Diamond Zoning Map

Questions?

Planning Division
Permit Status

City of Black Diamond

24301 Roberts Drive
PO Box 599
Black Diamond, WA 98010
www.blackdiamondwa.gov



SUBMITTAL REQUIREMENTS

1. ☐ Completed, signed Master Application Form - Planning Division
2. ☐ Vicinity map
3. ☐ Engineering drawing of the Binding Site Plan that contains the following information:
 - a. Scale should be 1"=20' and noted on drawing
 - b. Location and size of all proposed lots, tracts, and buildings
 - c. Proposed and existing structures, including elevations and floor plans as known
 - d. All proposed or existing uses
 - e. The location of proposed or existing open space, including any required landscape areas
 - f. The location and identification of critical areas
 - g. The layout of an internal vehicular and pedestrian circulation system, including proposed ingress and egress for vehicles
 - h. Significant trees to be retained, removed or replaced
 - i. The number and location of proposed or existing parking spaces on and off the site
 - j. A drainage site plan
 - k. The location and size of utility trunk lines serving the site.
 - l. The location and size of water bodies and drainage features, both natural and manmade
 - m. A grading plan showing proposed clearing and tree retention and the existing and proposed topography at 2' contours unless smaller intervals are required by city code
 - n. A layout of sewers and the proposed water distribution system
 - o. Proposed easements and access
 - p. Proposed signage
 - q. If the proposed binding site plan is part of an approved master planned development (MPD), the proposed binding site plan shall show road, trail, utility, and other connections to adjacent MPD properties, as well as adjacent approved MPD land uses;
 - r. If the proposed binding site plan is part of an approved MPD, a copy of the signed and recorded MPD development agreement;
4. ☐ A completed SEPA environmental checklist, if required
5. ☐ A downstream drainage analysis or any other requirement specified in the City's surface water design manual, site development regulations or surface water policy ordinance
6. ☐ All covenants, easements, maintenance agreements or other documents regarding mutual use of common open space, parking and access.
7. ☐ Sewer Availability Certificate
8. ☐ Water Availability Certificate
9. ☐ Copies of all easements, deed restrictions or other encumbrances restricting use of the site.
10. ☐ A phasing plan and time schedule, if the site is intended to be developed in phases.