



## Community Development Department Building – Planning – Code Enforcement

P.O. Box 9, 230 Davidson Avenue  
Woodland, WA 98674  
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### Binding Site Plan (BSP) Checklist

The following checklist identifies information to be included with the application for a Binding Site Plan (BSP). Please refer to the Woodland Municipal Code (WMC) Chapter 19.10.040(A)(3) for more information.

**All of the following information must be submitted and the application fees must be paid before the application is deemed complete.**

***NOTE: provide all documents in electronic format in addition to submitting paper copies***

- Land Use Application packet – complete and sign all forms as indicated:
  - Land Use Application form – applicant
  - Ownership Certification – owner(s)
  - Critical Areas Identification Checklist – applicant
  - Agreement to Reimburse – applicant
- Application Fees – See the fee schedule. Payment may be made online or by check payable to “City of Woodland.” Additional applicable fees will be charged if other applications are attached including SEPA Review, Critical Area Permit, Variance, etc.
- Critical Area Report – submit with the applicable fee if critical areas are present on the site or within 200 feet unless exempt pursuant to WMC 15.08
- Completed SEPA Checklist, if applicable – submit with the appropriate fee.
- Legal Description – Supplied by a title company or surveyor licensed by the State of Washington
- Written narrative elaborating on the proposal and addresses compliance with applicable codes
- Proposed Articles of Incorporation, Bylaws, and Covenants, Conditions, and Restrictions (CCRs), if applicable
- Traffic Impact Analysis if required by the Public Works Director

***(continued)***

- Site plan – ***see Site Plan requirement checklist for minimum requirements***
  - Eight (8) full size copies (24" x 36") drawn to scale
  - Eight (8) reduced copies (to scale)

***NOTE: the following items are also required for a Binding Site Plan***

- Proposed number assigned to each lot and block, with lots numbered consecutively in a block
- A conceptual grading plan showing proposed clearing and vegetation retention, as well as proposed topography detailed to five (5) foot contours, if applicable
- Future development plans, if applicable
- The front yard and street side yard setbacks for each proposed lot per WMC 17
- Signature block for the Public Works Director
- A certificate by a registered land surveyor certifying that the boundaries of the land have been surveyed and that all distances and bearings on the preliminary plat are accurate.
- A survey of the location of primary control points, the location of all permanent monuments, the length and bearing of all straight lines, curves, radii, arcs and semi-tangents of all curves. The survey shall be completed by a professional land surveyor registered in the state of Washington