

**BINDING SITE PLAN | CHAPTER 16.11 GHMC**

An application for a Binding Site Plan is considered complete upon submittal of the information as required under [GHMC 16.11.003](#) including a valid site plan pursuant to the requirements of [GHMC 17.96](#) and all the site plan elements as listed in [GHMC 17](#).

- ☐ Completed Master Planning Permit Application
- ☐ A valid site plan approved by the city or a pending site plan application before the city (pursuant to **Chapter 17.96 GHMC**)
  - ☐ Permit Number if previously approved \_\_\_\_\_
- ☐ All of the site plan elements as listed in [GHMC 17.96.050](#), as long as the following elements are also included:
  - a. A map or plan showing the location and size of all new proposed lots;
    - ☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
  - b. Proposed and existing structures including elevations and floor plans as known (plans which show building envelopes rather than footprints must include post construction treatment of unoccupied areas of the building envelopes) and their distance from property lines, the height and number of stories, distance between buildings, etc.;
    - ☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
  - c. All proposed uses (if not known, general types of anticipated uses) or existing uses;
    - ☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
  - d. The location of proposed or existing open space including any required landscaped areas, and all major manmade or natural features, i.e., streams, creeks, drainage ditches, railroad tracks, utility lines, etc.;
    - ☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
  - e. The layout of an internal vehicular and pedestrian circulation system, including proposed or existing ingress and egress for vehicles;
    - ☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
  - f. The following zoning code data: zoning district; total lot area (square feet); total building area (square feet); percent of hard/impermeable surface coverage; number of units proposed; total number of parking stalls (including handicapped); total parking and maneuvering area (square feet); required landscaping (square feet); percent of lot in open space; type of construction; sprinklered-non-sprinklered; occupancy classification;
    - ☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
  - g. Contains the name of the proposed development; the legal description of the property for which binding site plan approval is sought; the date on which the plans were prepared; the graphic scale and north point of the plans;
    - ☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
  - h. The title "Binding Site Plan" shall be at the top of the plan in large print, together with the required statement, prominently displayed on the face of the site plan;
    - ☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
  - i. Any areas proposed to be dedicated or reserved for public purposes, and areas to be reserved for private open space and landscaping and areas reserved for the common use of the occupants of the proposed development;
    - ☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_

- ☐ A copy of an approved grading plan and an approved drainage plan approved by either the city of Gig Harbor Public Works Department (or any other requirement specified in the city of Gig Harbor surface water design manual or GHMC; or by Pierce County in the case of pre- annexation construction);  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ A recent title report covering all property shown within the boundaries of the binding site plan application;  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ The location and size of on-site water bodies and drainage features, both natural and manmade;  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ A layout of sewer and the water distribution system;  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ The location and size of any utility (i.e., water, sewer, gas, electricity) trunk lines serving the site;  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ A phasing plan and time schedule, if the site is intended to be developed in phases or if all building permits will not be submitted within four years;  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ A list of any other development permits or permit applications having been filed for the same site;  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ A completed environmental checklist, if required by [Chapter 18.04 GHMC](#);  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ Copies of all covenants, easements, maintenance agreements or other documents regarding mutual use of parking, common areas, open space, and access;  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ Copies of all easements, deed restrictions, covenants, or other encumbrances restricting the use of the site;  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ Documentation of the date and method of segregation for the subject property verifying that the lot or lots were created in accordance with the short subdivision or subdivision laws in effect at the time of creation; and  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_
- ☐ Contain the name of the proposed development; the legal description of the property for which binding site plan approval is sought; the date on which the plans were prepared; the graphic scale and north point of the plans.  
☐ N/A ☐ Submitted on sheet(s) \_\_\_\_\_

**This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections.**

**NOTE: AN APPROVED SITE PLAN AND APPROVED CIVIL DRAWINGS ARE REQUIRED PRIOR TO APPROVAL AND RECORDING OF THE BINDING SITE PLAN**