



**CITY OF AUBURN**

Planning & Development Department  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street  
Auburn, WA 98001-4998  
Tel: 253.931.3090  
Fax: 253.804.3114  
permitcenter@auburnwa.gov  
www.auburnwa.gov

**PRELIMINARY BINDING SITE  
PLAN APPROVAL  
APPLICATION PACKET**

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**PRELIMINARY BINDING SITE PLAN APPROVAL  
APPLICATION - INTRODUCTION**

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**(TYPE II DECISION)**

**What does Type II refer to?**

Type II decisions are administrative land use decisions made by City staff which include threshold determinations under SEPA. Type II decisions include, but are not limited to: building permits; grading permits; land clearing permits; public facility extension agreements; administrative use permits; and preliminary short subdivisions. City staff reviews project proposals to determine if they comply with the Auburn City Code and other ordinances and regulations. City staff issues a written decision approving, approving with conditions or denying a proposed project. This decision can be appealed to the City’s Hearing Examiner within 14 calendar days after the date the written decision is issued.

**What is a Binding Site Plan Approval?**

The purpose of the binding site plan process is to provide an alternative to the standard subdivision process for specific types of development. The binding site plan shall only be applied for the purpose of dividing land for: sale or lease of commercially- or industrially-zoned property as provided in RCW 58.17.040(4); or, mixed use development; or, condominiums as provided in either RCW 64.32 or 64.34 consistent with RCW 58.17.040(7).

**How long before I am notified if my application is complete?**

At the time you submit an application, you must submit all of the written and plan information listed in this application under “Type II Binding Site Plan Approval Application Submittal Checklist”: Within 28 calendar days of receiving your application, City staff will determine if the application is complete based on the attached checklist. If your application is complete you will be notified in writing by City staff. If your application is not complete, you will receive a letter from City staff detailing required information to make your application complete.

**Is a Public Hearing required for the approval of a Type II Binding Site Plan Approval Application?**

Current City code specifies that the owner or the owner’s authorized representative must attend the public hearing. If the owner or the owner’s authorized representative is not present at the public hearing, current City code directs that the conditional use application be tabled or not have a public hearing held until one or both are in attendance.

**How long before I know whether my Binding Site Plan Approval application is approved or denied?**

Current City code requires that all land use decisions be made within 120 days from the date of a complete application submittal, unless an applicant agrees to extend the processing of his/her application longer than 120 days. For binding site plan approvals, the City will typically issue an initial written decision in approximately 90 days; however, the actual processing time varies between applications.

**QUESTIONS? PHONE 253.931.3090 or E-MAIL [permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)**



## PRELIMINARY BINDING SITE PLAN APPLICATION PACKET

### **How long is a Preliminary Binding Site Plan Approval valid?**

The City Engineer approves the design and construction of all public water, sanitary sewer, storm drainage and streets, private storm drainage and land development within an area of special flood hazard. The City Engineer's approval must be obtained prior to the granting of final binding site plan pursuant to the provisions of ACC 17.24.040 and must be done in accordance with the City's specified engineering approval procedures. Final approval must be acquired within 5 years of preliminary approval, after which time the preliminary binding site plan approval is void. The Planning Director may grant an extension for 1 year if the applicant has diligently pursued submittal of the final binding site plan within the 5 year time period; provided, however, the applicant must file a written request with the original decision maker requesting the extension at least 30 days before expiration of the 5 year period. All required improvements shall be conducted in accordance with applicable provisions of Chapter 17.14 (Improvement Methods-Subdivisions) of the Auburn City Code.

**PLEASE NOTE:** Applicants are responsible for complying with all applicable City Codes and ordinances and should review all applicable City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.

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| OFFICE USE ONLY |                    |
|-----------------|--------------------|
| FILE #:         | _____              |
| FILE NAME:      | _____              |
| TYPE:           | RECEIVED BY: _____ |
| FEE PAID:       | CHECK/CASH: _____  |
| SUBMITTAL DATE: | _____              |
| LAND USE DESIG: | _____              |

## PRELIMINARY BINDING SITE PLAN APPROVAL APPLICATION

**APPLICANT:**  Use mailing address for meeting notification.  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
*(Signature Required)*

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
*(Signature Required)*

**PROPERTY OWNER(S):**  Attach separate sheet if needed.  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
*(Signature Required)*

**Note: Applicant or representative must have property owner's consent to file this application form in order for it to be accepted**

### PROPERTY INFORMATION (REQUIRED)

|                       |          |                 |                             |
|-----------------------|----------|-----------------|-----------------------------|
| SITE ADDRESS: _____   |          |                 | EXISTING USE OF SITE: _____ |
| ASSESSOR'S PARCEL ID# | LOT SIZE | ZONING DISTRICT |                             |
| _____                 | _____    | _____           |                             |
| _____                 | _____    | _____           |                             |
| _____                 | _____    | _____           |                             |
| _____                 | _____    | _____           |                             |

PROPOSED USE OF SITE: \_\_\_\_\_

AREA TO BE DEVELOPED (s.f.): \_\_\_\_\_



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**PRELIMINARY BINDING SITE PLAN APPROVAL**

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**PRELIMINARY BINDING SITE PLAN APPROVAL APPLICATION – AUTHORIZATION**

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**(A copy of this letter must be submitted for each property owner involved)**

I, \_\_\_\_\_ declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I [ ] have not appointed anyone, *or* [ ] have appointed \_\_\_\_\_, to act as my agent regarding this application.
3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney’s fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 City and State where signed

\_\_\_\_\_  
 \_\_\_\_\_

Address



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**PRELIMINARY BINDING SITE PLAN APPROVAL**

**PRELIMINARY BINDING SITE PLAN APPROVAL APPLICATION – CONCURRENT APPLICATIONS**

Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications (administrative decisions made by the city which are not subject to environmental review under the State Environmental Policy Act [SEPA]):**

- Administrative Use Permit
- Boundary Line Adjustment
- Boundary Line Elimination
- Building Permit
- Excavation Permit
- Floodplain Development Permit
- Grading Permit
- Home Occupation Permit
- Land Clearing Permit
- Mechanical Permit
- Plumbing Permit
- Public Facility Extension Agreement
- Right-of-way Use Permit
- Short Subdivision
- Special Permit

- Temporary Use Permit (administrative)
- Utility Permit

**Type II Applications (administrative decisions made by the city which include threshold determinations under SEPA):**

- Administrative Use Permit
- Building Permit
- Floodplain Development Permit
- Grading Permit
- Land Clearing Permit
- Public Facility Extension Agreement
- Short Subdivision

**Type III Applications (quasi-judicial final decisions made by the hearing examiner following a recommendation by staff):**

- Conditional Use Permit
- Preliminary Plat

- Special Exceptions
- Special Home Occupation Permit
- Substantial Shoreline Development Permit
- Surface Mining Permit
- Temporary Use Permit
- Variance

**Type IV Applications – quasi-judicial decisions made by the city council following a recommendation by the hearing examiner:**

- Rezone (site-specific)

**OTHER - as may apply:**

- \_\_\_\_\_
- \_\_\_\_\_



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**PRELIMINARY BINDING SITE PLAN APPROVAL**

**PRELIMINARY BINDING SITE PLAN APPROVAL APPLICATION - SUBMITTAL CHECKLIST**

**I. DIGITAL COPIES OF WRITTEN MATERIALS AND PLANS & GRAPHICS**

- Please provide a labeled readable compact disc(s) containing digital versions of all submitted written materials and plans and graphics for use by the City of Auburn during the preliminary binding site plan review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Written materials should be submitted to be compatible with Microsoft Office desktop software products. Plans and graphics should be submitted in *pdf* or *tif* format.

**II. APPLICATION FEE**

- All application fees, including, but not limited to: Preliminary Site Plan Review Fee. Some fees will not be invoiced until actual costs are known. Current year's fee schedule can be found @ <http://www.auburnwa.gov/forms>.

**III. WRITTEN MATERIALS – Total of ten (10) copies unless otherwise noted**

- A. **APPLICATION FORM & SUBMITTAL CHECKLIST.** Provide a **completed** application form signed by the property owner(s) and/or applicant inclusive of the completed Application Submittal Checklist.
- B. **LETTER OF AUTHORIZATION.** Provided a completed letter of authorization to act contained within this application packet inclusive of all required signatures.
- C. **WRITTEN STATEMENT.** Provide a comprehensive narrative addressing how the development complies with the technical standards in ACC 17.14 (Improvement Requirements - Subdivisions), applicable standards of Title 12 (Streets and Sidewalks), Title 13 (Water, Sewer and Public Utilities), Title 15 (Building and Construction), Title 16 (Environment), Title 18 (Zoning) and Title 19 (Impact Fees) and the applicable plan policies of the Comprehensive Plan outlined by staff as being applicable to the proposed development.
- D. **EXISTING & PROPOSED LEGAL DESCRIPTIONS** of the site. The proposed legal description shall be prepared by a land surveyor registered in the State of Washington.
- E. **PRELIMINARY BOUNDARY SURVEY** of the development site prepared by a professional land surveyor registered in the State of Washington specifying boundary data for the exterior boundary and the interior lots and tracts.

## PRELIMINARY BINDING SITE PLAN APPROVAL

- F. **EVIDENCE OF WATER/SEWER AVAILABILITY.** Provide evidence of water and sewer availability from the purveyor. If service inside the municipal limits of the city shall be confirmed by city staff. If outside the City's Water or Sanitary Sewer Service Area, application shall include evidence of water or sanitary sewer availability or evidence of approval from King County or Pierce County Health Departments for a septic system adequate to accommodate the proposed development. Where any lot is proposed to be served by an on-site sewage disposal system, results of preliminary percolation tests for each such proposed lot, conducted under the applicable county department of health rules and regulations, shall be submitted.
- G. **SEPA CHECKLIST.** If the binding site plan approval will result in a project that is not categorically exempt from SEPA under state and city rules or will impact lands designated as critical areas, the Planning Director may require a **completed** copy of an environmental checklist together with any supporting documentation or information to address potential or known environmental impacts resulting from the proposal.
- H. **PRE-APPLICATION CONFERENCE MEETING SUMMARY NOTES.** Provide a copy of the pre-application conference meeting summary notes if a pre-application conference meeting was held.
- I. **TRAFFIC ANALYSIS.** If the binding site plan approval application is for a new use or an expanded use that will generate traffic, the City Engineer may require a traffic analysis prepared by a registered engineer in the State of Washington to be submitted. The City Engineer may make this determination prior to application submittal as part of a pre-application conference meeting request or as part of coordination on this issue with the applicant or applicant's representative prior to application submittal. The City Engineer shall provide written documentation to the applicant or applicant's representative of this determination.
- J. **SOIL ANALYSIS REPORT.** Prepared by a geologist or soil scientist registered in the State of Washington, unless determined by the City Engineer to not be required. The City Engineer may make this determination prior to application submittal as part of a pre-application conference meeting request or as part of coordination on this issue with the applicant or applicant's representative prior to application submittal. The City Engineer shall provide written documentation to the applicant or applicant's representative of this determination.
- K. **CRITICAL AREAS REPORT (4 copies),** if applicable, addressing compliance ACC 16.10 (Critical Areas) prepared by a qualified consultant defined by ACC 16.10.020 as a person who has attained a degree from an accredited college or university in the subject matter necessary to evaluate the critical area in question (e.g., biology, ecology, or horticulture/arboriculture for wetlands, streams, wildlife habitat, and geology and/or civil engineering for geologic hazards, and hydrogeologist for ground water protection areas), and/or who is professionally trained and/or certified or licensed by the State of Washington to practice in the scientific disciplines necessary to identify, evaluate, manage, and mitigate impacts to the critical area in question.
- L. **TITLE REPORT (2 copies)** with liability for errors not to exceed the assessed value of the lots on the date of application. The title report shall be issued no more than 30 days prior to the application date (*available from a Title Company*). The City may request an updated title report prior to final approval at its discretion.

## PRELIMINARY BINDING SITE PLAN APPROVAL

- M. **NEIGHBORHOOD REVIEW MEETING DOCUMENTATION.** Submit required documentation for neighborhood review meeting required by ACC 18.02.130, if applicable. Neighborhood review meetings are required by ACC 18.02.130.B for residential subdivision project comprising forty (40) or more lots or units; or multi-family residential project comprising forty (40) or more units; or mixed-use development project comprising forty (40) or more units.
- N. **WRITTEN/PLAN/GRAPHIC EVIDENCE OF COMPLIANCE TO MULTI-FAMILY/MIXED USE DESIGN STANDARDS.** If applicable to the proposed project, submit required written and plan/graphic documentation demonstrating compliance to the applicable design standards for multi-family or mixed use development contained with the City of Auburn "Multi-Family/Mixed Use Developments Design Standards" on file with the City Clerk.

### IV. **PLANS & GRAPHICS – Total of ten (10) full size copies & one (1) 11" x 17" copy**

All plans, except architectural elevations, should be to scale (engineering scale) and should have a maximum sheet size of **18" x 24"**, at a scale not less than 1"=40'. **All plans should be folded to fit a legal size file jacket.**

- A. **EXISTING CONDITIONS PLAN:**
- Environmental:**
1. North arrow, graphic scale, and date plan was prepared;
  2. Topography at 2-foot contour intervals, or other intervals if not available from a public source on and within one hundred (100) feet of the site;
  3. Watercourses (streams, rivers, etc.) on and within one hundred (100) feet of the site, if applicable;
  4. Center of stream on and within one hundred (100) feet of the site surveyed for all on-site water-courses with Professional Land Surveyor Stamp and signature, if applicable;
  5. FEMA designated floodplains, flood fringe, or floodway on and within one hundred (100) feet of the site, if applicable;
  6. Designated shoreline areas on and within one hundred (100) feet of the site, if applicable;
  7. Water bodies and known wetlands on and within one hundred (100) feet of the site, if applicable;
  8. Delineated wetland(s), if applicable;
  9. Unstable slopes and landslide hazard areas on and within one hundred (100) feet of the site, if applicable;
  10. Significant wildlife habitat or vegetation on and within one hundred (100) feet of the site, if applicable; and,
  11. Significant historic sites on and within one hundred (100) feet of the site.
- Land Use and Transportation:**
12. Layout, square footage and dimensions of all parcels;
  13. Location(s) of any existing building(s) on the site and use;
  14. Location and width of existing easements for access, drainage, utilities, etc.;



## PRELIMINARY BINDING SITE PLAN APPROVAL

- 15. Name, location and width of existing rights-of-way;
- 16. Name, location, width and surfacing materials (e.g., gravel, asphalt or concrete) of roadways and easements (private and public);
- 17. Location of existing driveways and those driveways across the street to include distance between driveways and roadways (edge to edge);
- 18. Location and width of existing pedestrian and bicycle facilities on and within 100 feet of the site; and,
- 19. Transit routes and stops within 500 feet of the development site;

### Water and Sewer

- 20. Location and direction to nearest fire hydrant;
- 21. Location of existing sewage disposal systems and wells on the site; and,
- 22. Location of existing sewage disposal systems and wells within 100 feet of the site (as available from the Health District).



### B. BINDING SITE PLAN:

#### Environmental:

- 1. North arrow, graphic scale, and date plan was prepared;
- 2. Wetland, stream, steep bank buffer areas/protected areas; and,
- 3. Planned enhancement areas;

#### Land Use and Transportation:

- 4. Configuration and dimensions of the project boundaries, proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements;
- 5. Dimensions of all proposed easements;
- 6. Location (i.e. dimensions from property lines) of any existing buildings to remain on the site to include approximate square footage. For all structures, include the number of stories, construction type (e.g., metal, wood, concrete block, etc.) and proposed uses;
- 7. Location and width of all road rights-of-way;
- 8. Pedestrian and transit facilities;
- 9. Location and width of proposed pedestrian and bicycle improvements other than those in standard locations within road rights-of-way;
- 10. Location, width (e.g., curb to curb distance) and surface material of all proposed roadways (private and public), provided by drawing and typical cross-section;
- 11. Location of all road segments in excess of 8% grade that are either on the site or within 500 feet of the site which are being proposed for site access;
- 12. Location, width and surface material of off-site roads which will provide access to the site within 500 feet of the site;
- 13. Location and width of proposed driveways for corner lots and driveways;
- 14. Sight distance triangles;

## PRELIMINARY BINDING SITE PLAN APPROVAL

- 15. Location and width of proposed easements for access, drainage, utilities, etc.;
- 16. Layout of proposed structures including square feet;
- 17. Architectural building elevations (refer to Item C below for more information);
- 18. Landscape plan prepared by a registered landscape architect in the State of Washington (refer to Item D below for more information); and,
- 19. Location and dimensions of recycleables and solid waste storage areas.

**C. ARCHITECTURAL ELEVATIONS:** If the conditional use involves constructing or modifying a building or other structure, provide architectural elevation views of the proposed buildings. These drawings should include dimensions of the building(s) or other structure(s) and the type and occupancy of the buildings or structures per the International Codes. Indicate the proposed exterior materials, colors, and textures.

**D. LANDSCAPING/PLANTING PLAN** prepared in accordance with ACC 18.50 (Landscaping and Screening) inclusive of:

- 1. North arrow, graphic scale, and date plan was prepared;
- 2. Boundaries and dimensions of the property;
- 3. Adjacent public and private streets;
- 4. Location of on-site buildings;
- 5. Location of on-site parking areas;
- 6. Location of outdoor storage areas;
- 7. Location and size of landscape areas;
- 8. Location of significant trees;
- 9. Location of water source(s);
- 10. Location of all public utility lines and services;
- 11. Location and arrangement of proposed on-site and off-site plantings at maturity; location, description, and extent of proposed ground cover(s); and related natural and artificial features that are proposed or existing, such as retaining walls, curbing, fences, and fountains;
- 12. Plant schedule of common and scientific names of species, minimum tree calipers at time of planting, and quantity of each species;
- 13. Proposed building and site lighting, especially if proposed to be softened or screened by landscaping/planting; and,
- 14. Information on the plan as to how the landscaping will be maintained, such as type of irrigation system or native plants.

## PRELIMINARY BINDING SITE PLAN APPROVAL

- D. **CONCEPTUAL UTILITY/SITE GRADING PLAN AND/OR METHODOLOGY** prepared in accordance with the City's comprehensive plans, engineering design standards or ordinance requirements inclusive of adequate horizontal and vertical information to insure that utilities can be constructed consistent with the binding site plan layout and the location of other utilities other than those provided by the City.
- E. **CONCEPTUAL TRANSPORTATION SITE PLAN FOR STREETS, PEDESTRIAN, AND BIKE FACILITIES** addressing consistency with the City's comprehensive plans, engineering design standards or ordinance requirements and inclusive of adequate horizontal and vertical information to insure the transportation facilities can be constructed consistent with the binding site plan layout.
- F. **NEIGHBORHOOD CIRCULATION PLAN** that shows the following:
- 1. Planned street system. The planned street system must be compatible with the City's Comprehensive Transportation Plan. Development which is proposed in areas of the city which have a planned street system which is a part of the comprehensive plan or the city's six (6) year plan, and any other street plan, shall make provisions for such streets and must not cause implementation of such street plans to become unattainable.
  - 2. Non-motorized transportation routes. Preliminary plats and binding site plans which are proposed in areas of the city which have planned routes or facilities for bicycles, equestrian, or other non-motorized transportation mode which is a part of the comprehensive plan or the city's six (6) year plan, and any other street plan, shall make provisions for such routes and must not cause implementation of such routes to become unattainable.
  - 3. A non-motorized circulation system shall be integrated into the overall subdivision and surrounding area as follows:
    - a. When abutting vacant or underdeveloped land, new developments shall provide for the opportunity for future connection to its interior pathway system through the use of pathway stub-outs, building configuration, and/or parking lot layout. The proposed location of future non-motorized and pedestrian connections shall be reviewed in conjunction with applicable development approval.
    - b. Developments shall include an integrated non-motorized circulation system that connects buildings, open spaces, and parking areas with the adjacent street sidewalk system.
    - c. Pedestrian connections to existing or proposed trails/pedestrian routes on adjacent properties shall be provided unless there are physical constraints such as sensitive areas that preclude the construction of a pedestrian connection.