



## SPECIFIC BINDING SITE PLAN APPLICATION

City of Ferndale Community Development Department  
2095 Main Street/ PO Box 936  
Ferndale, WA 98248 (360) 384-4006  
[www.cityofferndale.org](http://www.cityofferndale.org)

- An Appointment is Required to Submit Your Application
- A Master Development Application is Also Required

### SUPPLEMENTAL

#### CITY REVIEW PROCESS:

The following information provides a brief description of the process in which specific binding site plans are evaluated.

1. A pre-application meeting to identify specific binding site plan submittal requirements is highly encouraged. A State Environmental Policy Act (SEPA) checklist may be required if the specific binding site plan includes land covered by water.
2. All applications for specific binding site plans shall be submitted to the Community Development Department by appointment. The City has 28 days to determine whether the application is complete.
3. Following determination of completeness, the City will issue a written decision on the proposal within 30 days. A specific binding site plan application approval will identify the improvements or conditions necessary to meet City development standards and earn final specific binding site plan approval.
4. A City-generated notice of the specific binding site plan decision is mailed by the applicant to property owners within 300 feet of the specific binding site plan. The notice provides for an appeal period consistent with City codes.
5. Engineered plans for water, roads, sewer and storm water must be approved before any clearing (removal of any vegetation), grading, or filling occurs on the specific binding site plan property. A Land Disturbance Permit is required prior to any earthwork or clearing.
6. Required improvements must be installed or guaranteed through bonds posted to the City prior to the City signing the final specific binding site plan mylars.
7. Once revisions are made to the plans, all conditions are met, and the specific binding site plan mylars are subsequently signed by all parties and City staff, the applicant will record the document(s) with the Whatcom County Auditor's Office and return one complete set of recorded mylars, 3 paper copies of such, and a digital copy of the drawings (.dwg or .dxf file) to the City within 2 working days.



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## APPLICATION REQUIREMENTS

Two (2) copies of an 18" x 24" checkprint, and twelve (12) 11" x 17" reproducible reductions of the same, showing:

- Name of Specific binding site plan
- True and magnetic North point
- Name of Applicant – Name of Surveyor/Engineer
- Accurate Legal description
- Accurate lines to scale showing parcel being specific binding site planned
- Location and dimensions of existing buildings
- Location and dimensions of proposed streets and dedications
- Signature of fee simple owners or contract purchasers:

➤ For Specific binding site plan not containing dedication use statement as follows:

*"Know all men by these presents that \_\_\_\_\_ are the fee simple owners (and contract purchasers where applicable), of the lands platted hereon described; are persons authorized by all parties having any interest in the land hereon described to obtain this specific binding site plan; have with their free consent and in accordance with their desires caused the same to be surveyed and platted as shown hereon; and do hereby grant and reserve any easements shown hereon for the uses indicated hereon."*

(Name)

(Name)

➤ For Specific binding site plan containing dedication use statement as follows:

*"DEDICATION AND WAIVER OF CLAIMS. Know all men by these presents that \_\_\_\_\_ are the fee simple owners (and contract purchasers where applicable), described; are persons authorized by all parties having any interest in the land hereon described to obtain this specific binding site plan; have with their free content and in accordance with their desires caused the same to be surveyed and platted as shown hereon; do hereby dedicate those roads and/or rights-of-way shown as public dedications hereon to t he use of the public; do hereby waive on behalf of themselves and their successors in interest all claims for damages against the City of Ferndale and any other governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said dedicated roads and/or rights-of-way; and do hereby grant and reserve any easements shown hereon for the uses indicated."*

(Name)

(Name)



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- Signature of Surveyor/Engineer in substantially the following form as follows:

*"I, \_\_\_\_\_, Professional Land Surveyor, do hereby certify that the specific binding site plan as shown is based upon an actual survey in accordance with the requirements of the Survey Recording Act, that the distances, courses and angles are shown hereon correctly, and that the monuments and lot corners have been set on the ground as shown hereon."*

- Space for approval by Short Plat Administrator
- Space for approval by Public Works Director
- Space for approval by City Clerk

### 1 COPY OF THE FOLLOWING INFORMATION:

- County Assessor's map showing parcel numbers and property owners of specific binding site plan and all parcels contiguous there to;
- A recent title report or plat certificate (not more than 30 days old)
- Deed of record for land included in specific binding site plan
- Completed Master Application form
- Completed Specific binding site Plan Application form
- Notarized signatures of consent of interest holders, if applicable
- A street naming proposal form filled out for streets, roads and/or cul-de-sacs.
- Map of Plat showing any natural features, including topography, drainage patterns, streams, and ponds.
- Vicinity map showing surrounding property owners, zoning of properties, and current existing use.

**ALL ABOVE INFORMATION MUST BE PROVIDED BY THE APPLICANT AT THE TIME OF SPECIFIC BINDING SITE PLAN APPLICATION.**



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## Application Form

TO BE COMPLETED BY APPLICANT:

The following information or material is required with all Specific Binding Site Plan Applications. If any or all of the required information or material is missing or incomplete, the application will not be considered complete or formally accepted until the necessary material is submitted.

Applicant: \_\_\_\_\_ Representative: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

Physical Address of subject property: \_\_\_\_\_

Legal Description(s): \_\_\_\_\_

Tax Parcel #(s): \_\_\_\_\_

Location of Specific binding site plan in common language:  
\_\_\_\_\_  
\_\_\_\_\_

Zoning Designation(s): \_\_\_\_\_ Number of Lots: \_\_\_\_\_

Lot Sizes in square feet:

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

5) \_\_\_\_\_ 6) \_\_\_\_\_

(attach additional lot information separately)

(Continued on next page)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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Describe provisions made for:

OPEN SPACE:	
STORMWATER/DRAINAGE:	
STREETS/ROADS/ALLEYS:	
TRANSIT STOPS:	
POTABLE WATER SUPPLY:	
SEWERS:	
SIDEWALKS:	

## Acknowledgment

I (we) the undersigned hereby acknowledge that I (we) have read the above application and its attachments, understand the requirements for a Specific binding site plan, and state that the information supplied is as complete and detailed as is currently possible, to the best of my (our) knowledge.

Applicant (print name):

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Signature:

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Date:

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