



Planning Department

# Binding Site Plan (BSP) Procedure

**AHMC**  
(Airway Heights Municipal Code)  
**16.06**

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## **Binding Site Plan** (AHMC 16.02.020)

*"A drawing to scale which: (a) identifies and shows the areas and locations of all streets, roads, improvements, utilities, open spaces, and any other matters specified in this chapter; (b) contains inscriptions or attachments setting forth such appropriate limitations and conditions for the use of the land; and (c) contains provisions making any development be in conformity with the site plan. **The binding site plan process is established to divide land for sale, lease, or transfer of ownership for commercial and industrial zoned property.**"*

## **WHAT TO SUBMIT** (AHMC 16.06.020 & 16.06.030)

All applications shall, at a minimum, include the following, and any additional information deemed necessary by the City Planner:

- Payment of appropriate fees
- Completed General Land Use Application Form
- Subdivision Supplemental Information Form
- List of adjacent landowners and addressed pre-stamped envelopes for each
- A minimum of six (6) copies of the preliminary Binding Site Plan
- Vicinity sketch of not more than 1"=400'
- State Environmental Policy Act (SEPA) Checklist
- A signed and completed *"Agreement to Pay Fees"*

## **PRELIMINARY PLAN STANDARDS** (AHMC 16.06.040)

A preliminary site plan, containing all of the required information must be of acceptable quality, but need not be prepared by a licensed surveyor or engineer unless, in the discretion of the City Planner or City Engineer, the circumstances dictate preparation by a surveyor or engineer.

The site plan must be prepared in a neat and legible manner, on high grade 24x36" paper, at a scale of 1"=50' or 1"=100', unless approved by the City Planner. The preliminary site plan must show the following information or features:

1. Present and proposed tract designations or subdivision names, names and addresses of property owners, notations indicating size, scale, north arrow, section, township, and range, and date of preparation.

2. Boundary lines and dimensions of all proposed lots or tracts;
3. Easements and rights-of-way, present and proposed, including location, width, and purpose;
4. Streets and alleys on and adjacent to the site, including name, location, and right-of-way widths;
5. Utilities on and adjacent to the site, present and proposed;
6. Ground elevations, with twenty (20) foot contours if land slope is regular;
7. Proposed lot and block numbers;
8. Legal description, certified by a registered land surveyor;
9. Phasing plan prepared in accordance with AHMC 16.01.110, if applicable;
10. Existing zoning classifications on and adjacent to the site;
11. Approximate location of existing buildings, septic tanks, drainfields, wells, or other improvements;
12. Approximate location of all natural features such as wooded areas, streams, or drainageways;
13. Minimum building setback lines;
14. Sites, if any, to be reserved, dedicated, or offered for sale for parks, playgrounds, or other public uses.

## **PRELIMINARY APPROVAL PROCESS** (AHMC 16.06.050)

Prior to submittal of a complete application, a formal meeting will be scheduled with City staff and interested parties to discuss, in specific terms, the proposed development, city design standards, needed permits and/or approvals, environmental review (if

needed), fees, process, and processing schedule. Applicants may elect to participate in an informal meeting prior to making formal application.

At the conclusion of the pre-application meeting, a formal application may be submitted. Within twenty-eight (28) days of receiving a date-stamped application, the Planning Department will review the application and provide the applicant(s) with a written determination that the application is complete or incomplete.

Following the issuance of a letter of completeness, the Planning Department will schedule a Technical Review Committee meeting (TRC) composed of all affected parties.

Written notice will be provided to the landowner/applicant for posting on the property pursuant to AHMC 14.04, for publishing in at least one newspaper, and one radio or television station (usually local access television). The review period will be no less than 14-days and no more than 30-days.

Upon completion of the public notice period, the City Planner will issue a written decision on the application. Decisions on preliminary plan applications will be made within thirty (30) calendar days of the issuance of a letter of application completeness. Notice of the decision will be provided to the applicant/landowner and effected parties.

**FINAL APPROVAL PROCESS (AHMC 16.06.070)**

Within five (5) years of the date of preliminary approval, the applicant must submit an application for final approval. The application must include nine (9) copies of a complete final plan consistent with the final plan standards, certification of taxes paid, certificate of title indicating ownership, proof of compliance with any conditions of approval, and any supporting documentation.

Within sixty (60) days of submitting a final plan, the City Planner and City Engineer will determine whether the final plan is complete and all requirements have been met. Once all appropriate signatures have been obtained, the applicant shall file the final plan with the county auditor.

The city planner must be notified within ten (10) days of filing the final Binding Site Plan with the Spokane County Auditor.

**FINAL PLAN STANDARDS**

All final plan drawings must be completed by a licensed surveyor or engineer, be neat and legible, drawn on 24"x36" mylar and contain, at a minimum, the following information (Below is an abbreviated

list (AHMC 16.06.070-16.06.090). For a comprehensive list of standards please contact the Planning Department):

1. Property location (parcel #, Township, Range, Section)
2. Boundary lines and names of all public and private rights-of-way
3. Lengths and bearings of all lines
4. Size and dimensions of each lot
5. Location of all control points and monuments
6. Names of all adjacent subdivisions
7. True north point, scale, datum plane
8. Elevations of all boundary corners
9. Street names and profiles of all street centerlines
10. Sewer and water line profiles including "T" s" and "Y" s
11. Certification by licensed land surveyor
12. Notarized certification of the owner(s)
13. Signatures written in permanent black ink of the landowner, licensed land surveyor, City mayor, City Clerk, City Planner, City Engineer, Spokane County Treasurer, Spokane County Auditor
14. Legal description of the binding site plan

**CONTACTS**

*City of Airway Heights*

Planning Department	509.244.2552
Building Department	509.244.5514
Fire Department	509.244.3322
Public Works	509.244.5429

**NOTES**

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**DISCLAIMER**

This form is not intended to be a complete and comprehensive list of all information that will be required as projects vary in complexity and scope. It is the responsibility of the applicant to provide all necessary information. It is highly recommended that the applicant visit the Planning Department prior to submitting a formal application.