



Binding Site Plan

Frequently Asked Questions and Tips

The City of Algona has created customer tip sheets to inform the general public about the City's land use processes, effect of codes and regulations, and commonly asked questions relating to land development and construction projects. These sheets are not intended to be complete statements or advise customers of all applicable codes and regulations.

The codes and regulations may be revised or amended, please consult City staff to confirm your understanding of requirements before beginning work. It is the applicant's responsibility to understand all requirements and ensure the project meets the City's applicable codes and regulations.

What is a Binding Site Plan?

A Binding Site Plan is a type of land division that applies only to industrial or commercial uses, the lease of mobile homes or travel trailers, or condominiums. The process is used to create parcels for sale or lease as an alternative to the plat procedures required by the Revised Code of Washington (RCW).

When is a Binding Site Plan necessary?

A Binding Site Plan is not necessary but is favorable for dividing land for commercial, industrial and specific residential uses such as mobile home parks and condominiums. These divisions can then be sold or leased for the uses specified by the zoning designation.

How long does it take to get a Binding Site Plan approved?

Binding Site Plan applications are subject of the city's administrative review process. The timeline from application submittal is three (3) to (5) months. However this depends on the responsiveness of the applicant.

What is the application process?

1. Submit the Binding Site Plan application and required materials by email to: juliek@algonawa.gov.
2. The City will administratively review the application for completeness within 28 days.
3. When the application is deemed complete, the submittal materials will be circulated to various departments for review and commenting.
4. Once city staff approves the preliminary binding site plan, the applicant will have one (1) year to refile a final binding site plan with the city.
5. Once submitted, there will be a final administrative review to determine if identified requirements were completed.
6. Once approved, the final binding site plan will be recorded with King County's auditor's office, making the plan legally binding.

How much does a Binding Site Plan Cost?

The city's fee schedule for permits is updated on an annual basis. The fee schedule is located in [Chapter 2.50](#) in the Algona Municipal Code (AMC).



Note: This Tip Sheet does not include all codes and regulations that may be applicable to your project. The applicant is responsible for demonstrating compliance with adopted codes and regulations, whether or not described in this document.

For more information: City of Algona | www.algonwawa.gov | (253) 833-2897

To request this information in an alternative format or a reasonable accommodation, please call (253) 833-2897. TTY or STS users please dial 711 to connect to Washington Relay Service.



What do I need to submit?

All application materials must be submitted in electronic PDF format. Additional materials are potentially required depending on the nature of your application. Please contact the city to confirm if additional materials are anticipated to be required.

At minimum, a complete Binding Site Plan application includes:

- Complete Binding Site Plan Application
- Project Description
- Land Use Narrative
- Title Report - dated within 30 days of application submittal
- Survey
- Preliminary Plans

Is a pre-application meeting required?

Any person considering a Binding Site Plan is strongly encouraged but not required to participate in a pre-application meeting with city staff before any plans are drawn. The pre-application meeting shall be an informal review of the proposed plan where recommendations can be offered by planning, engineering, building, public works, police, and fire reviewers.

What is the approval criteria?

The applicant is responsible for demonstrating how the project meets the following approval criteria, listed in [Chapter 19.22.020 AMC](#) and [19.16.090 AMC](#).

A Binding Site Plan may only be granted by the city upon the following findings:

1. Any division of land for the purpose of leasing and sales for commercial, industrial, and residential uses specific residential uses such as mobile home parks, travel trailers, and condominiums;
2. Shall not result in a lot with an area too small to meet minimum requirements as expressed in the Zoning and Health Codes;
3. Will not impair drainage, water supply, sewage, easement access, utility and fire protection;
4. Will not increase nonconforming aspects of lot against the Zoning Code;
5. Will not amend previously approved conditions of approval;
6. Does not include non-annexed land;
7. Will not extend or increase the use of city utilities;
8. Shall be served with adequate means of drainage, water, sewage;
9. Adequate means of ingress and egress;
10. Serves the public use and interest;
11. Is not in a flood control zone;
12. Is not prone to flooding, inundation, swampy conditions, steep slopes, etc.;
13. All required improvements have been made;
14. Contains required street dedications; and
15. Properly filed for record with the title report agency.



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