



**City of Leavenworth**  
 700 Highway 2 / Post Office Box 287  
 Leavenworth, Washington 98826 (509)  
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[www.cityofleavenworth.com](http://www.cityofleavenworth.com)

**Subdivision, Binding Site Plan,  
 Planned Development,  
 Condominium Application**

Please print with blue or black ink or use auto-fill to complete.

**Site Information**

Project Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
 Subdivision Name: \_\_\_\_\_ Site Acreage: \_\_\_\_\_  
 Application Date: \_\_\_\_\_ Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 Date of Pre-application meeting: \_\_\_\_\_

**Applicant/Owner** *(the owner or person authorized by the owner to make application and sign)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Business Name: *(if applicable)* \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner** *(if different from the applicant)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor** *(if not using a contractor, check box)*

Contact Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
 Contractor's License#: \_\_\_\_\_ UBI Business License#: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Engineer**

Contact Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
 Contractor's License#: \_\_\_\_\_ UBI Business License#: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Surveyor**

Contact Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
 Contractor's License#: \_\_\_\_\_ UBI Business License#: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Permit *(check all that apply)***

- |                                            |                                            |                                            |                                              |
|--------------------------------------------|--------------------------------------------|--------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Short Subdivision | <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Cluster             |
| <input type="checkbox"/> Condominium       | <input type="checkbox"/> Commercial        | <input type="checkbox"/> Residential       | <input type="checkbox"/> Planned Development |
| <input type="checkbox"/> Other: _____      |                                            |                                            |                                              |

**Project Details**

Zoning District: \_\_\_\_\_

Total Property Area Involved: \_\_\_\_\_ SF

Proposed number of lots: \_\_\_\_\_ SF

Average lot size: \_\_\_\_\_

Affordable Housing lots/units: \_\_\_\_\_

Are there any Local/Business Improvement District assessments outstanding on the subject site? \_\_\_\_\_

Is irrigation water available to the property? \_\_\_\_\_

**Potential Impacts**

- Runoff which will impact neighboring property, lead to erosion or impact water quality
- Tracking of material onto adjacent properties or roads
- Impacts to wetlands, riparian areas, and/or hydric soils present on the site or adjacent properties
- Floodplain on the site or adjacent properties
- Removal of trees, number \_\_\_\_\_
- Other (for example fugitive dust) \_\_\_\_\_

If you have answered “yes” to any of the above impacts, please explain and identify mitigation measures (attach additional sheets as necessary): \_\_\_\_\_

**Required Submittals**

Site Plans. Provide two (2) sets of each of the following plans:

**General Site Plan, showing:**

- The boundaries of the subject property. Lot dimensions and parcel size shall be provided in feet;
- Location of **all** structures to be retained on the site and their setbacks from all property lines, access easements, and/or public right-of-way. This includes accessory structures like sheds and carports, regardless of size, the locations of garbage and recycle receptacle, mailboxes, flagpoles, fences and any other pertinent features;
- The location and width of all roads, right-of-way, driveways, access, and parking areas, including existing to remain, and the edge of existing roads and/or sidewalks adjacent to the property (please note that in many cases property lines are NOT at the edge of pavement on City streets).
- The location of all existing and proposed utility infrastructure and easements (water, sewer, storm water, drain fields, power, fire hydrants, catch basins, detention ponds, ditches, pipes, culverts, underground storage tanks etc.);
- Topographic features (existing and finished grades, steep slopes, etc.) of the subject property and neighboring properties in sufficient detail to identify grade changes;
- Location and dimensions of any excavation, grading, and/or fill;
- The location of cross section(s) as required to show detail (see next section);
- The location of retaining walls;
- The location of the one-hundred-year flood-plain and floodway, and the location of all water courses and the ordinary high-water mark and approximate boundaries of all areas subject to inundation (including wetland areas, seasonal water bodies, irrigation canals etc.), if applicable;
- Address of project site, property owner’s name, complete legal description and tax parcel number, and adjacent property addresses and uses; and
- Directional arrow indicating north.

Additional information or studies may be required at the discretion of the City of Leavenworth, including but not limited to:

Soils Report: A soils report (geotechnical report), prepared by a registered design professional in conformance with Appendix J of the International Building Codes, may be required. A determination shall be made based on review of information provided in this form.

SEPA Checklist. Additional fees may be applicable.

**ACKNOWLEDGEMENTS**

*I acknowledge that upon issuance of any permit by the City of Leavenworth that it is my obligation (including myself, my agents, contractors, or representatives) to comply with any and all laws, ordinances and regulations governing the type of project permitted whether or not specified in the permit. I acknowledge that the granting of a permit or an approval by the City of Leavenworth does not give any authority to violate or modify the provisions of any other federal, State or local law, ordinance or regulation with respect to regulation of construction, performance of construction and/or operation of the project.*

*I acknowledge that the only accurate way to locate property lines is by a land survey conducted by a licensed professional. The City of Leavenworth makes no representation as to the accuracy or location of any boundaries related to the project and I, by virtue of issuance of a permit by the City of Leavenworth, agree to hold harmless, defend and indemnify the City in any legal action related to property lines or boundaries.*

*Fees are based on the current City of Leavenworth adopted Fee Schedule. Review fees are required at the time of application with additional fees, based on staff and consultant review time, are due prior to scheduling a Hearing or issuance of the permit.*

*I acknowledge that acceptance of this application does not authorize any activity requested in this application.*

*By signing, I hereby certify that I am the property owner or authorized to sign on behalf of the owner.*

*I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(If more than one applicant, please provide signatures of additional applicants on an attached page)*