



**LAND DIVISION/  
BINDING SITE PLAN CHECKLIST  
CITY OF LANGLEY**

112 Second St./PO Box 366 Langley, Washington 98260 (360) 221-4245

The following information and submittals are required for all subdivisions, short subdivisions, and binding site plans within the City of Langley. Please submit seven copies of each of these items as part of your application.

**1. A Master Permit Application**

**2. A title report**

**3. An aerial photograph of the subject property**

**4. A vicinity map**

**5. A base map including:**

- A north arrow and scale (1:40 scale preferred)
- Name, address and phone number of the owner of the subject property and the owner's representative
- A legal description of the property including the street address and the section, township and range in which the property is located
- A survey of the property prepared by a licensed surveyor
- The location and dimensions of the exterior boundary lines of the property
- The proposed plat name (not required for short plat)
- The total acreage of the property being divided and the area of each proposed new lot
- The location and names of roads and rights-of-way, easements, trails and walkways on-site or in the immediate vicinity
- The location of all easements and other encumbrances located on the property or essential to the property division
- The location and size of all utilities (water lines or wells, sewer lines or septic systems, power, cable and/or telephone lines) located on or adjacent to the subject property
- The location of all critical areas (as defined in LMC Chapter 16.20) located on or within 100 feet of the property
- Areas of significant vegetation and trees (12 inches in diameter at chest height) vegetation located within the proposed plat area or within 100 feet of the property
- Topography, with a contour interval no less than 5 feet, to show existing drainage characteristics on and adjacent to the property (slopes which exceed 15% shall be identified)
- Existing land uses on the subject property and adjacent properties
- The approximate size and location of existing structures located within the project property and within 100 feet of the subject property
- City comprehensive plan and zoning designations for the site, including shoreline designation if applicable

**6. Site design including:**

- Proposed building envelopes and lot lines
- Location of all proposed public and private utilities, including public sewer and water, storm drainage, telephone, cable, electricity, etc.
- Proposed roads and access
- Open space locations
- Location of proposed monuments

**7. The following additional information for binding site plans:**

- The location of all proposed structures
- A detailed landscape plan indicating the location of existing vegetation to be retained, location of vegetation and landscaping structures to be installed, the type of vegetation by common horticultural name, the installed and mature height of all vegetation
- Schematic plans and elevations of existing/proposed buildings with samples of all exterior finish material and colors, the type and location of all exterior lighting, signs and accessory structures
- Inscriptions or attachments setting forth the limitations and conditions of development
- The provisions insuring the development will be in conformance with the site plan as approved
- Demonstrated compliance with the requirements of Chapter 64.34 RCW Condominium Act