

CITY OF KIRKLAND
PLANNING AND BUILDING
123 Fifth Avenue, Kirkland, WA 98033
425.587.3600 ~ www.kirklandwa.gov

Applicant Name: _____

Name of Plat: _____

File No.: _____

DIRECTIONS FOR RECORDING OF BINDING SITE PLAN

- Include this sheet showing all items checked off with your submittal for recording.
- Applicant must submit two 18" x 24" inked or photo City of Kirkland mylars and five (5) 18" x 24" paper prints. No diazo or Xerox mylars will be accepted.
All five paper prints are sent to King County for recording. Two paper prints and the mylar are kept by King County Department of Surveys, and three prints are returned to the City of Kirkland, one print for the City Planning Department files, one print for the applicant, and one print for City archives.
- All binding site plans prepared for recording must show the following:
 - North Arrow
 - Median Base
 - Scale of Drawings (must be 1" = 20')
 - Surveyor's Certificate completed and seal applied
 - Legal Description:
 1. Description of entire parcel
 2. It is suggested that a physical description of all monuments be included and reference points or auxiliaries to monuments. Please carry this section subdivision to the nearest 40 acres, i.e. the NE ¼ of the NE ¼.
 - Planning and Community Development File Number
 - Lot Sizes
 - The areas and locations of all existing and proposed streets, roads, improvements, utilities, and open spaces
 - Inscriptions or attachments setting forth all limitations and conditions for the use of land as established by the City Council
 - A provision requiring that any development of the subject property be in conformance with the Binding Site Plan.
- An updated Title Report not more than 30 calendar days old.
- All persons who hold an **interest** in the property must sign the mylar and their signatures must be acknowledged before a Notary Public. Persons who sign must include any **bank** and/or **beneficiary** who has an interest in the property.
- For a property owner who is a **partnership or limited partnership**, include partnership name and an authorized general partner of the partnership must sign; where owner is a **corporation**, the name must so designate, including the state of incorporation and the signatures must be that of the president and secretary, proof of corporation authorization must be given for any other signatures; where owners are **individuals**, the spouse must also sign. All signatures must be acknowledged before a Notary Public.
- Recording Fees are required and will be assessed by the Planner during recording review.