



**ESTABLISH LOTS WITHIN A BSP  
CHECKLIST & APPLICATION  
SVMC 20.60.040**

10210 E Sprague Avenue ♦ Spokane Valley WA 99206  
Phone: (509) 720-5240 ♦ Fax: (509) 720-5075 ♦ [planning@spokanevalleywa.gov](mailto:planning@spokanevalleywa.gov)

**\*\*THE PLANNING DIVISION WILL NOT ACCEPT YOUR APPLICATION IF THE REQUIRED MATERIALS ARE NOT PROVIDED\*\***

## **PART I – REQUIRED MATERIAL**

- Completed Application Form**
- Record of Survey:** Submit three (3) paper copies and one (1) reduced 8 ½ x 11 copy. The following information shall be provided on the record of survey:
  1. The binding site plan file number shall be referenced.
  2. The scale shall be fifty (50) or one hundred (100) feet to the inch. If approved by the Director, an appropriate scale may be used which does not exceed 1" = 200', provided a 1" =400' reduced 8 ½ x 11" copy is provided.
  3. A distinct wide boundary line shall delineate the boundary of the lot(s) being created. The boundary of the binding site plan shall be indicated and any lot(s) that have been created by filing of the binding site plan and/or record of survey.
  4. Each lot shall be numbered consecutively, and the size of each lot shall be indicated on the survey.
  5. The location and widths of streets, alleys, rights-of-way, and easements within the binding site plan and those existing immediately adjacent to the lot being created shall be shown.
  6. Street names shall be shown.
  7. Street addresses shall be shown.
  8. Restrictions required as conditions of preliminary approval shall be shown.
  9. Appropriate utility easements shall be shown.
  10. Certification of the professional land surveyor licensed in the state of Washington.
  11. The following signatures are required on the record of survey:
    - a. City of Spokane Valley Community Development Director
    - b. City of Spokane Valley Development Services Senior Engineer
    - c. Property Owner
  12. Illustrate any existing buildings located on the lot which is being created or altered.



## PART II – APPLICATION INFORMATION

<b>APPLICANT NAME:</b>			
<b>MAILING ADDRESS:</b>			
<b>CITY:</b>		<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>CELL:</b>	<b>EMAIL:</b>

**\*\*NOTE: IF APPLICANT IS NOT THE LEGAL OWNER, INCLUDE WRITTEN AUTHORIZATION FROM OWNER\*\***

<b>LEGAL OWNER:</b>			
<b>MAILING ADDRESS:</b>			
<b>CITY:</b>		<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>CELL:</b>	<b>EMAIL:</b>

<b>BINDING SITE PLAN FILE NO.:</b>			
<b>PLAT NAME (IF ANY):</b>			
<b>TAX PARCEL NO.:</b>			
<b>ADDRESS OF PARCEL:</b>			
<b>NO OF LOTS PROPOSED ON AMENDED BINDING SITE PLAN:</b>			

**Please Note – Prior to recording, Spokane County Assessor's Office requires all taxes for the current year to be paid in full plus a percentage of the following year's taxes. For more information on your taxes, please contact the Spokane County Treasurer's Office at 509-477-4713.**



### PART III – LEGAL OWNER SIGNATURE

**(Signature of legal owner or representative as authorized by legal owner)**

I, \_\_\_\_\_, (print name) swear or affirm that the above responses are made truthfully and to the best of my knowledge.

I further swear that I am the owner of record of the area proposed for the above-identified land use action, or, if not the owner, attached herewith is written permission from the owner authorizing my actions on his/her behalf.

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date)

**NOTARY**  
(For Part II above)  
**STATE OF WASHINGTON** \_\_\_\_\_ ss:  
**COUNTY OF SPOKANE** \_\_\_\_\_ )

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

NOTARY SEAL

\_\_\_\_\_  
**NOTARY SIGNATURE**  
Notary Public in and for the State of Washington  
Residing at: \_\_\_\_\_  
  
\_\_\_\_\_  
My appointment expires: \_\_\_\_\_

#### **STAFF USE ONLY**

Date Submitted: _____	Received by: _____	Fee: _____
PLUS Number: _____	File #:	_____