



**FINAL BSP / RECORD OF SURVEY REVIEW APPLICATION**

**Liberty Lake Community Development Department**

22710 E Country Vista Drive, Liberty Lake, WA 99019

Phone: (509) 755-6704

Website: [www.libertylakewa.gov](http://www.libertylakewa.gov)

Email: [permitcenter@libertylakewa.gov](mailto:permitcenter@libertylakewa.gov)

For specific information regarding the process for application and submittal criteria, please refer to the City's Development Code §10 – 4D – 13 for Binding Site Plans.

**Along with this application please provide electronic copies of the following:**

- Copy of Preliminary BSP Conditions of Approval
- Civil Plans (unless previously reviewed and approved)
- Geotech Report
- Landscape Plans
- Plat / Title Certificate (with live links to the recorded easements), less than 30 days old
- Final BSP & Record of Survey (ROS)
- Copy of all recorded CC&R's, deed restrictions, private easements and agreements, and docs pertaining to common improvements recorded and referenced on the BSP
- Letter documenting compliance with approval criteria (§10 – 4D – 7(B))

The City's review of the Final BSP/ Record of Survey will be coordinated with the Fire District, sewer and water purveyors, and dry utilities. Certifications from the water and sewer purveyors, and the Fire District shall be required prior to Final BSP/ROS approval.

Prior to City Signature on the Final BSP/ROS all fees associated with the BSP / ROS shall be paid in full; and all required warranty and/or performance bonds associated with required infrastructure shall be in place. The applicant will provide a paper copy for City signature with the original owners' signatures and wet stamps for the notary and surveyor. Upon City signature, it shall be the responsibility of the applicant to record the signed plat with the County Recorder and provide the City of Liberty Lake with an electronic copy of the recorded plat.

<b>Applicant</b>	
Name:	Contact Person:
Email:	Phone:
Address:	City, State, Zip:
<b>Agent/Consultant/Attorney</b> (mandatory if primary contact is different from applicant or property owner)	
Name:	Contact Person:
Email:	Phone:
Address:	City, State, Zip:
<b>Property Owner 1</b>	
Name:	Contact Person:
Email:	Phone:
Address:	City, State, Zip:
<b>Property Owner 2</b>	
Name:	Contact Person:
Email:	Phone:
Address:	City, State, Zip:

<b>General Project Information</b>	
BSP Name:	File Number:
Parcel Number(s):	
Preliminary BSP Approval Date:	Total Number of Approved Lots:
Is the Project Phased?	Yes    No
If yes, Phase Number / Addition:	

**Final BSP Data**

Number of Lots / Parcels:	Gross Area:
Largest Lot Size (sq ft):	Smallest Lot Size (sq ft):
Minimum Lot Frontage / Front Lot Line Width:	Maximum Lot Depth:

**For Mixed Use Only**

Gross Density:	Net Density*:
<p>* Net Density is units or lots per acre minus the area of public or private right of way, parks, common open space, and any other nonresidential use.            Net Density = Total Lots / (Gross area of site – right of way, parks, common open space, and any other nonresidential use)</p> <p>Gross density is units or lots per acre.            Gross Density = Total Lots / Gross area of site</p> <p><u>Example: 500 lots on 150 acres with 30 acres of right of way and parks</u>            Net Density = 500 / (150-30) = 4.16 units per acre, Gross Density = 500 / 150 = 3.33 units per acre</p>	
Average Net Density for Entire Development:	
Is Dedication of Public Land for Public Use Proposed (Streets, Parks, Open Space, Schools)?	Yes    No
If Yes, Explain:	
Will the development have a Homeowners Associate / Property Owners Association?	Yes    No

**Utility Companies / Districts to Provide Service to this Proposal:**

School District:	Fire District:
Sewer Purveyor:	Water Purveyor:
Electricity:	Gas:
Phone:	Cable:

Signing this application is acknowledgement of agreement to pay based upon the City's latest approved Fee Schedule. Invoices will be sent 30 days, 60 days, and 90 days after the permit is ready for issuance, unless otherwise stated. Any balance on the account for this project that is not paid within 90 days of the invoice date may result in legal action or the initiation of other collection procedures. Land use permits, infrastructure permits, and other Zoning, Land Use & Subdivision applications will require the associated fees to be paid up front.

**Required Signatures**

By signing below (with either electronic or physical signature), I acknowledge that as the applicant I am the property owner or have full permission and authority to represent the property owner in this project. Additionally, I certify that my signature included on the application, if done electronically, provides the same understanding and authority as if I had signed the application in person or in writing. I acknowledge, understand, and agree to the requirements and terms described on this application.

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**Applicant Signature**

**Printed Name**

**Date**

The below signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the above listed agent/consultant/attorney to act as our agent with respect to this application.

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**Property Owner Signature**

**Printed Name**

**Date**