



LAND USE MASTER INVOICE

COMMUNITY DEVELOPMENT SERVICES

435 MARTIN STREET, STE. 3000

BLAINE, WA • 98230

PHONE: (360) 332-8311

FAX: (360) 543-9978

Total Fees

\$ _____

FOR OFFICIAL USE ONLY

I, the applicant/owner, certify that this application is being made with the full knowledge and consent of all owners of the property in question. I attest that the information provided on this and supplemental application forms and materials is true and accurate. I also agree to provide access and right of entry to City of Blaine employees, representatives or agents for the sole purpose of application review and any required later inspections. This right of entry shall expire when the City (through the Director or designee) concludes the application has complied with all applicable laws and regulations. Access and right of entry to the applicant's property shall be requested and shall occur only during regular business hours.

Project Name:			
Site Address/Location/Parcel Number:			
Contact Person:		Phone:	
Email:			
Mailing Address for Contact Person:			
Property Owner Name:		Property Owner Signature:	

PLEASE CHECK ALL THAT APPLY

Planning & Zoning

- ☐ Pre-Application Request – 1st Free (2nd \$275)
- ☐ Conditional Use Permit – \$500*
- ☐ Variance - \$500*
- ☐ Commercial Design Review – \$200
- ☐ Site Plan Review (SPR) – \$300 + \$75/hour for re-review

Land Division & Consolidation

- ☐ Boundary Line Adjustment – \$275
- ☐ Lot Consolidation – \$100
- ☐ Short Plat/Subdivision – \$600
- ☐ Preliminary Long Plat/Subdivision – \$1,850 + \$100/Lot or Tract*
- ☐ Final Long Plat/Subdivision – \$600 + \$50/Lot or Tract
- ☐ General Binding Site Plan – \$2,500 + \$100/acre for every acre over 3*
- ☐ Specific Binding Site Plan – \$800

Home Business

- ☐ Home Occupation Permit – \$50
- ☐ In-Home Care Home Occupation Permit – \$50

Appeals

- ☐ Administrative Appeal – \$2,500.00*

Hearing Examiner Fees*

Hearing Examiner Fee - \$1,500

Environment

- ☐ Critical Areas Review – \$350
- ☐ Flood Development Permit – \$100
- ☐ Land Disturbance Permit (Minor) – \$350
- ☐ Land Disturbance Permit (Major) – \$1,000
- ☐ SEPA Application/Checklist – \$500
- ☐ SEPA Exemption Request – \$100
- ☐ Shoreline Substantial Development < \$50K - \$350*
- ☐ Shoreline Substantial Development ≤ \$250K - \$800*
- ☐ Shorelines Substantial Development > \$250K - \$1,500*
- ☐ Shoreline Substantial Development Permit Exemption Request – \$100
- ☐ Shoreline Variance – \$1,000*
- ☐ Shoreline Conditional Use Permit – \$1,000*
- ☐

Amendment

- ☐ Comprehensive Plan Amendments – Variable
- ☐ Zoning Map Amendment – Variable
- ☐ Zoning Text Amendment – \$1,000
- ☐ Annexation – \$1500 + \$50/acre
- ☐ PUD Amendment – \$1,000 + \$20/Lot*
- ☐ PUD Modification – \$500

DESCRIPTION OF PROPOSED PROJECT: (Attach supplemental sheets as necessary)



INFORMATION BULLETIN No. 22

City of Blaine

Updated
Nov 2021

FINAL PLAT

WHAT IS A FINAL PLAT?

A final plat is a legal document that divides land into numerous smaller parcels for the purpose of sale and development. Commonly called a subdivision.

The final plat is the last step in a two-step process, known as a long plat. The final plat provides approval of the actual division of the land into multiple lots, which are then available for sale.

The first step in the long plat process is known as the preliminary plat. A preliminary plat provides approval to construct the long plat.

HOW IS THE APPLICATION PROCESSED?

The application is subject to a compliance review by staff and a final compliance review by City Council.

Compliance review is limited to determining if the final plat has or has not complied with the conditions of preliminary plat approval. In some instances the original conditions may be modified during the City Council review.

COMPLIANCE WITH CONDITIONS OF PRELIMINARY PLAT APPROVAL:

The Community Development Services Department is responsible for accepting and processing a final plat application. Community Development Services works closely with the Public Works Department. Civil

RCW 58.17.170

When the legislative body of the city, town or county finds that the subdivision proposed for final plat approval conforms to all terms of the preliminary plat approval, and that said subdivision meets the requirements of this chapter, other applicable state laws, and any local ordinances adopted under this chapter which were in effect at the time of preliminary plat approval, it shall suitably inscribe and execute its written approval on the face of the plat.

construction drawings and all supporting documents are submitted to Community Development Services with a Land Disturbance Permit application. A review for compliance with conditions of approval is conducted by Community Development Services. Plans that are found to be compliant with conditions of approval are forwarded to Public Works for technical review.

Please refer to the back of this form for a detailed description of the City's plat construction and final plat review process.

HOW DO I APPLY?

1. You must have preliminary plat approval from the City before applying for a Final Plat.
2. A [Land Use Master Invoice](#) and a [Final Plat Application](#) are submitted together with a statement prepared by the project engineer demonstrating at least 80-percent completion of all infrastructure.
3. You must pay the [applicable fees](#) in order for the application to be complete.

Applications can be submitted to
CDSpermits@cityofblaine.com

MORE QUESTIONS?

For further information, please call the Community Development Services Department at the City of Blaine (360) 332-8311.

(See reverse)

FINAL PLAT APPROVAL PROCESS:

Application Process

1. Applicant submits application paperwork, fees, subdivision guarantee; as-built drawings and statement of completion from the Engineer of Record; Conditions, Covenants and Restrictions; security agreement for proposed deferred improvements; and draft of final plat maps and lot closure calculations to Community Development Services.
2. Once the application materials are deemed complete, Community Development Services issues Determination of Completeness for Final Plat.

Review Process

1. Community Development Services reviews submission materials to determine compliance with the Approved Preliminary Plat, SEPA Determination, and Preliminary Plat Notice of Decision and relevant codes and regulations.
2. Public Works reviews submission materials to determine compliance with the Approved Preliminary Plat and Civil Construction Plans and relevant codes and regulations. Once satisfied, Public Works will submit to the Community Development Services Department a written report addressing the following conditions:
 - A. The facilities and improvements required to be provided by the applicant have been completed or, alternatively, that the applicant has submitted with the proposed final plat a performance bond or other security in conformance with this code;
 - B. The plat is technically correct and accurate as certified by the land surveyor responsible for the plat.

Approval and Recording

1. Community Development Services schedules City Council meeting (no public hearing required).
2. City Council approves final plat.
3. Applicant submits (2 copies) of final plat mylars to

Community Development Services for signature.

4. Applicant files mylars with Whatcom County Auditors Office and returns 1 copy to Community Development Services, along with paper copies, a digital copy and supplementary information.

The City of Blaine's Community Development Department has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult City of Blaine, CD staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.



CITY OF BLAINE

COMMUNITY DEVELOPMENT SERVICES

435 MARTIN STREET, SUITE 3000 • BLAINE, WA • 98230
PHONE: (360) 332-8311 • FAX: (360) 543-9978
www.cityofblaine.com

Long Subdivision Final Plat Application

Applications must be submitted electronically. E-mail materials to cdspermits@cityofblaine.com. See [Electronic Permit Submittal Instructions](#) for more information.

FOR OFFICE USE ONLY

Application #

STAMP IN DATE

Project
Name: _____

Applications must be completed and then recorded at Community Development Services. Applications that are incomplete (i.e., that do not include all of the information required below) will be returned to the applicant.

APPLICATION REQUIREMENTS

☐ A completed **Final Plat & Master Land Use Application**. Representative authorization is required if application is not signed by owner.

☐ A Final Plat application fee as set forth in the City of Blaine Unified Fee Schedule.

☐ APPLICATION SUBMITTAL REQUIREMENTS

Electronic copy draft final plat maps. The draft plat map must include all required elements as listed in the BMC and approval documents.

AS-BUILT SUBMITTAL REQUIREMENTS

- Electronic copy of as-built civil drawings will be submitted to CDS for filing.

ENGINEER'S STATEMENT

- Engineer of Record's statement that the project is 80-percent complete or more.
- A proposed bond list and cost estimate for any proposed deferred improvements.

☐ Covenants, Conditions and Restrictions (address BMC 17.68.170-180, as well as conditions of approval.)

Subdivision Title Report -Provide a Title Report current to within 30 days of the date of application.

Lot closure calculations.

The applicant hereby certifies that the statements contained in this application are true and provide an accurate representation of the proposed amendment.

APPLICANT'S SIGNATURE

DATE