



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. 39

City of Blaine

Updated
Nov 2021

SHORELINE PERMITTING

The Shoreline Management Act (SMA) requires all counties and most towns and cities with shorelines to develop and implement Shoreline Master Programs. The SMA was passed by the Washington Legislature in 1971 and adopted by voters in 1972. Its overarching goal is "to prevent the inherent harm in an uncoordinated and piecemeal development of the state's shorelines."

The Blaine Shoreline Master Program document that implements the Washington State Shoreline Management Act at the local level. The Master Program applies the policies and goals of the State Act to the unique conditions and features of the City of Blaine.

The SMA establishes three types of shoreline permits: substantial development permit, conditional use permit, and variance permit. Proposals for development and activities within shoreline jurisdiction may require one, two or all of those permits – or none at all.

What are "Shorelines of the State"?

The area where the Shoreline Management Act applies. These include: • All marine waters. • Segments of streams where the mean annual flow is more than 20 cubic feet per second. • Shorelands adjacent to these water bodies. This is typically the land area within 200 feet of the water body,

WHAT IS A SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT?

A Substantial Development Permit is required for all substantial developments within the shoreline jurisdiction.

This permitting process is required to ensure consistency with the Shoreline Management Act. Developments within shorelines of the state must be

consistent with the policies of the Shoreline Management Act and the requirements of the City of Blaine's Shoreline Master Program (SMP), WAC 173-22 and 173-27, other local government rules and regulations, and state and federal rules and regulations.

WHAT IS A SHORELINE CONDITIONAL USE PERMIT?

A Conditional Use Permit is required if the specific activity you wish to undertake is listed as a conditional use or is not specifically listed as a use element in the Master Program. This permit is issued by the City, if the application meets certain criteria, and must be approved by the Washington State Department of Ecology.

WHAT IS A SHORELINE VARIANCE PERMIT?

A Variance Permit is required if the activity does not meet the minimum standards for this type of development as outlined in the Master Program. This permit is issued by the City, if the application meets certain criteria, and must be approved by the Department of Ecology.

HOW ARE THESE APPLICATIONS PROCESSED?

The application is processed as Type II-HE application. Refer to the Informational Bulletin describing that process. See IB#8.

WHAT IF I DISAGREE WITH THE HEARING EXAMINER'S DECISION?

Decisions of the Hearing Examiner may be appealed to the Shoreline State Shoreline Hearings Board by filing a request for review within 21 days of the date of filing of the permit. The date of filing is defined in



INFORMATION BULLETIN

No. 32

City of Blaine

Updated
March 2009

SHORT SUBDIVISION

WHAT IS A SHORT SUBDIVISION?

A short subdivision, or short plat, is the division of land into a maximum of four parcels or lots. A short subdivision may start with one parcel, or several parcels, but only four or fewer parcels may result from the subdivision.

A SHORT SUBDIVISION CAN BE USED TO:

Combine numerous platted parcels into a few larger buildable parcels.

Divide a large parcel into up to four new buildable parcels.

A SHORT SUBDIVISION CANNOT BE USED TO:

Divide a large parcel into more than four lots.

Divide a parcel that has been created through a short subdivision in the past five years.

Create a parcel that does not meet the minimum lot size for the zoning district.

HOW IS THE APPLICATION PROCESSED?

The application is processed as Type I-ADM application. Refer to the Informational Bulletin describing that process. **See IB#6.**

WHAT ABOUT WETLANDS?

Wetlands, steep slopes, and other critical areas are regulated by the City's Critical Areas Ordinance, and are protected from certain impacts. If the land you wish to divide is believed to have these features, Community Development Services staff will require a technical study such as a wetland delineation. Your short subdivision will need to account for these unique natural features.

WHAT ABOUT UTILITIES AND ROADS?

Lots created by a short subdivision must have adequate access to public roads and utilities. Improvements to public street frontage and

HOW DO I APPLY?

1. A pre-application conference is recommended, but not required.
2. Submit a complete **Short Subdivision Application** and a **Land Use Master Invoice**.
3. You must pay the applicable fees

Applications are submitted by appointment.

utility lines (construction) may be required as part of the short subdivision approval.

RECORDING THE DRAWINGS

Following approval by the administrator, a final short subdivision shall be prepared by a licensed land surveyor. These are submitted to the City for signatures, and returned to the applicant. A short subdivision becomes effective once the required documents have been recorded with the County auditor, and the applicant has returned **two** copies of each recorded document bearing the county auditor's stamp verifying recording.

No building or other site development permits will be granted until the applicant returns the copies of the recorded documents to the Community Development Services Department.

MORE QUESTIONS?

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

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

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www.cityofblaine.com

Short Subdivision 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

Applicant Name

SUBMITTAL REQUIREMENTS

A completed Land Use Master Invoice. Representative authorization is required if application is not signed by owner. Short Subdivision application fee as set forth in the City of Blaine Unified Fee Schedule.

Lot closure calculations. This is a separate document from the title report or plat certificate.
Title report or plat certificate not less than 14 days old.

Electronic copies of a clean and legible drawing prepared by a licensed land surveyor suitable for recording, showing the following:

- The proposed lines for all affected lots, tracts, or parcels, indicated by bold solid lines;
- The existing lot, tract or parcel lines proposed for change, indicated by light broken lines;
- The intended future use of the adjusted lots, tracts or parcels;
- The location and dimensions of all structures/improvements existing upon the affected lots, tracts or parcels and the distance between each such structure/improvement and the proposed boundary lines. Any structures proposed for removal from the site depicted with broken lines, and structures to remain on the site depicted with solid lines;
- The original legal description of the entire property along with new separate legal descriptions for each lot, tract or parcel, labeling them each as Existing Parcel A, Existing Parcel B, and New Parcel 1, New Parcel 2, etc.;
- A north arrow and scale and a graphic of the context location;
- All assessor's tax parcel numbers for the affected lots, tracts or parcels;
- The location of the property as to quarter/quarter section
- The location and dimensions of any easements within or adjacent to any affected lots, tracts or parcels;
- The location, right-of-way widths, pavement widths and names of all existing or platted streets or roads, whether public or private, and other public ways within or adjacent to the affected lots, tracts or parcels;
- The areas and dimensions of each lot, tract or parcel, following the proposed adjustment;
- The existing, and if applicable, proposed future method of sewage disposal for each affected lot, tract or parcel, including the location and dimensions of and proposed septic drainfield;
- The location of all existing and proposed water and storm drainage facilities; and
- The approximate location and extent of any environmentally sensitive areas, including any regulated critical areas and buffers lying within the existing or revised parcel boundaries. (Maps are available for review from the Department of Community Development.)

If an individual septic system is proposed (as opposed to connection to either a community drainfield or municipal sewer system), written verification from the Whatcom County Department of Health that the lots, tracts, parcels or sites, as each would exist after the short plat, are adequate to accommodate an on-site sewage disposal system.

1. Please provide a brief description of the purpose of the proposed short subdivision:				
2. Please provide EXISTING legal description of all affected lots, tracts, or parcels. (attach additional sheets, if necessary)				
	Parcel A:			
	Parcel B:			
	Parcel C:			
	Parcel D:			
3. Please provide PROPOSED legal description of all affected lots, tracts, or parcels. (attach additional sheets, if necessary)				
	Parcel 1:			
	Parcel 2:			
	Parcel 3:			
	Parcel 4:			
4. All owners of the subject properties must sign the application below to signify agreement to the proposed Short Subdivision.				
The applicant(s) hereby certify that all of the above statements are true and the plot plan provides an accurate representation of the proposed short subdivision, and the applicants hereby acknowledge that any permit issued on this application may be revoked if any such statement is found to be false.				
	a.		Date:	
	b.		Date:	
	c.		Date:	
	d.		Date:	