



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)



CITY OF BLAINE

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www.cityofblaine.com

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Total Fees \$ _____

Receipt # _____

STAMP IN DATE

Site Plan Review Application

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

Submittal of full architectural construction drawings and fully engineered civil construction drawings is not required at this level of review.

Project Name

☐ A completed Land Use Master Invoice. A signed "Owner Consent Form" is required if application is not signed by owner.

☐ A title report prepared in the past 90 days, a complete legal description of the property, and a map of the parcel showing accurate property dimensions.

☐ **Electronic copy** of a clean and legible drawing prepared by an architect, designer, or engineer, showing the following:

1. Applicant name and property address.
2. Vicinity map, north arrow, and scale indicated.
3. A "project summary" box including the following information: legal description; assessor's parcel number(s); site address; city zoning ; site area; lot coverage; building gross floor area; square footage of activity areas by use (i.e. retail, office, manufacturing, storage, etc.); number of parking spaces; and impermeable surface area. General notes, including any required herein, may be included in the summary box or grouped in a separate box for notes.
4. Property lines with corners and dimensions shown.
5. Easements and rights-of-way
6. Existing and/or proposed frontage improvements.
7. Existing and/or proposed utilities, including stormwater facilities.
8. Existing buildings and structures, including structures on adjacent lots within 10 feet of the property line.
9. Proposed structures including setbacks from property lines.
10. Existing and/or proposed ingress and egress, including dimensions of driveways and curbcuts.
11. Existing and/or proposed parking and loading areas including number of spaces (including handicap spaces), dimensions of spaces, aisle widths, etc..
12. Other existing and/or proposed physical improvements on the site such as fences, signs, area lighting, landscaping, etc..
13. Natural features such as significant stands of trees, streams, wetlands, steep slopes, etc..
14. If the site is not basically level, a concept plan for proposed grading (it may be necessary to submit a separate sheet showing conceptual grading together with site topography).

☐ Electronic copy of floor plan drawn to a scale of 1/4"=1', 3/16"=1' or 1/8"=1', depending on the size of the structure (other scales may be used for unusually large structures or special purposes).

The following items of information should be included on the floor plan:

1. Exterior dimensions.
2. Dimensions and square footages of identified use areas (ie. office, retail, manufacturing, storage, etc.).
3. Location of doors and windows.
4. Interior walls and partitions

☐ Electronic copy of the basic exterior elevation drawn to a scale consistent with the scale of the basic floor plan (other scales may be used for unusually large structures or special purposes).

The following items of information should be included on the exterior elevation:

1. Building height.
2. Location of doors and windows.
3. Basic materials of construction (i.e. wood, block, metal siding, etc.).
4. If the site is not basically level, a representation of how the building relates to the terrain in cross-sectional view, including proposed use of graded pad, retaining walls, stem walls, etc..

☐ A SEPA Checklist may be required for your project. Consult with Community Development Services staff.

DESCRIPTION OF PROPOSED PROJECT

(Submit Separate Sheets if Necessary)

ACKNOWLEDGEMENT

By signing the application form, the applicant/owner attests that the information provided herein is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in rejection of a previously submitted application, or the revocation of an issued permit.

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 also agree to provide access and right of entry to City of Blaine and its 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.

(OWNER'S SIGNATURE)

(DATE)



INFORMATION BULLETIN

No. 35

City of Blaine

Updated
March 2009

SITE PLAN REVIEW

WHAT IS A SITE PLAN REVIEW ?

The Site Plan Review is a process that evaluates a project for consistency with the City's development regulations and Zoning Code. A site plan will be approved by Community Development Services staff and it will become the "benchmark" for additional plans and designs. This allows building plans and infrastructure plans to be developed in compliance with development regulations and avoids costly re-design at later project stages.

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.**

HOW DOES A SITE PLAN REVIEW RELATE TO OTHER APPLICATIONS?

A Site Plan Review is sometimes a required element of other applications. For example a Site Plan Review is required for a review of Planned Unit Development (PUD) and a Conditional Use Permit (CUP) when the CUP involves new construction. Because it establishes the layout of buildings, parking lots, landscape areas, and other elements, the Site Plan Review allows the City decision makers to understand the physical impacts of a development. A Site Plan Review should not be confused with a General Binding Site Plan or Specific Binding Site Plan. Those are land platting or land division applications, which create property lines and designate future street rights-of-way.

When is a Site Plan Review required?

A Site Plan Review is required for all commercial and industrial development or redevelopment. A Site Plan Review is also required for a residential development except single-family residences and duplexes.

A Site Plan Review is required before the City will issue permits for site work or building construction.

HOW DO I APPLY?

1. A pre-application conference is recommended, but not required.
2. You must submit a complete **Site Plan Review Application** and a **Land Use Master Invoice**.
3. For most projects that require a Site Plan Review, a **SEPA Checklist** is also required. Consult with Community Development Services staff to confirm.
4. You must pay the applicable fees

Applications are submitted by appointment.

WHAT DO I GET WHEN I'M DONE?

An "approved" site plan provides an assurance for the applicant and the City that the project as shown on the site plan is compliant with City development regulations. The applicant can then continue to develop engineered drawings and building plans.

An approved site plan is valid for 1 year, with a possible 1 year extension.

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 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. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.