



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*

*Subject to Hearing Examiner Fees

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. 26

City of Blaine

Updated
Nov 2021

PLANNED UNIT DEVELOPMENT

WHAT IS A PLANNED UNIT DEVELOPMENT?

A Planned Unit Development (**PUD**) is a comprehensive land development plan, that incorporates landscaping, and building design into the overall land development plan at the time of approval. PUD's receive special consideration that provides flexibility that the typical development does not receive, while being held to higher overall design standards.

Substantial amounts of information is required for the City to review a PUD application. Submittal will require a detailed site plan, architectural renderings, a landscaping plan, and other technical studies such as a traffic study and/or storm water report. Consult Blaine Municipal Code 17.68 and meet with staff to determine the specific submittal requirements.

HOW IS THE APPLICATION PROCESSED?

The application is processed as a Type II-CC application. Refer to the informational bulletin describing the process for Type II-CC permits (**IB#9**) .

Upon submittal of a complete application and completion of required public noticing, the Hearing Examiner will hold a public hearing and provides a recommendation to the City Council. City Council has the final approval authority over PUD's.

The PUD development process often is conducted in conjunction with a subdivision of the land to create parcels for sale to individuals. If sold, those parcels must be developed according to the PUD Master Plan and PUD Site Plan. The PUD may also be developed without the creation of individual lots. In this instance, the end result is often condominiums that are available for individual sale.

It may also be useful to review the informational bulletin for Preliminary and Final Plats (**IB #21 & #22**).

WHO CAN HELP WITH A PUD?

A PUD is a complicated land development process. It involves development of a conceptual plan that involves numerous professions, including engineers, surveyors, landscape architects, and architects. It often includes creation of property boundaries, dedication of public roads and utilities, planning for parks and trails, and protection of sensitive environments like wetlands. Most property owners do not have the experience and expertise to manage their own PUD application. There are many land use planning and development firms that specialize in processing these complex land development applications.

HOW DO I APPLY?

1. Consult with Community Development Services staff early in your planning process.
2. A pre-application conference is required. Complete and submit a [Pre-Application Conference Request Form](#).
3. Submit a [Planned Unit Development Application and a Land Use Master Invoice](#).
4. Submit a completed [SEPA Checklist](#) and the necessary supporting documents.
5. You must pay the [applicable fees](#) in order for the application to be complete.

Applications can be submitted to
CDSpermits@cityofblaine.com

(See reverse)

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

PLANNED UNIT DEVELOPMENT

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 that are incomplete (i.e., that do not include all of the information required below) will be returned.

APPLICATION REQUIREMENTS

- ☐ Land Use Master Invoice
- ☐ Owner Consent Form required if application is not signed by owner
- ☐ PUD Submittal Documents
 - Draft PUD Master Plan
 - PUD Site Plan
 - Draft CC&R's
- ☐ Site Plan Review, Short Plat, or Preliminary Plat Application as applicable for proposed development
- ☐ SEPA Checklist unless SEPA exempt

Site Plan, Short Plat or Preliminary Plat submittals shall meet the requirements of the Blaine Municipal Code Section 17.66 and/or Section 17.07. Development proposals that divide the land to create lots shall utilize a short plat or long (preliminary plat) as applicable. Development proposals that do not divide the land to create lots shall use a site plan review.

Planned Unit Development (PUD) submittals shall meet the requirements of Blaine Municipal Code Section 17.68.

A draft PUD Master Plan. "PUD master plan" means a bound document composed of text, photos, drawings, design plans, and specifications that describes the development concept for a PUD and provides enough information to determine if subsequent land development, grading, landscaping, and building plans are consistent with the approved PUD. The PUD master plan shall provide written descriptions and/or typical or conceptual illustrating examples of items that are impractical to illustrate to the detail required in the PUD site plan.

The draft PUD Master Plan shall include:

Conceptual Streetscape Plan – At a minimum the streetscape plan shall include detailed street cross-sections illustrating dimensions and design of all walking, cycling, driving, and surface drainage and landscape features. Text and other elements such as photographs of example streets shall be used to augment the cross-sections as needed to adequately illustrate the design concept proposed. This applies to new or improved public and private streets.

Preliminary Landscape Plan – At a minimum the landscape plan shall include detailed planting plans illustrating plant species, plant size, spacing dimensions, mulch and ground cover, planting specifications

and integration of all site elements such as buildings, trails, walkways, roads and parking facilities. A text list of plant species (common and scientific name) and other elements such as photographs of example landscape beds and treatments shall be used to augment the drawing as needed to adequately illustrate the design concept proposed.

Preliminary Open Space and Trail Plan – At a minimum the open space and trail plan shall illustrate the proposed recreational amenities including passive recreation amenities such as open space areas. All required elements such as those defined in BMC Table 17.68.D shall be illustrated and labeled on the plan. Either architectural or engineering drawings, manufacturer's specifications, or photographs of the elements to be constructed shall be included with adequate detail to clearly define the proposed amenities.

Conceptual Architectural Renderings – Renderings shall adequately demonstrate the style of all residential and non-residential buildings, with greater detail for multiple-family residential, mixed-use and commercial structures and lesser detail for detached single-family dwellings and cottages. Renderings shall typically be color elevation drawings, or color, 3-D perspective drawings. Additional information shall be provided as required by the Department.

A draft PUD Site Plan. "PUD site plan" means a scaled and accurate drawing that demonstrates the location of facilities within a PUD including but not limited to buildings/building pads, roads, trails and sidewalks, open space, recreation amenities, and infrastructure. Independently, or in conjunction with a binding site plan or plat, the PUD site plan provides guidance supplemental to the PUD master plan for decisions related to dimensions and location of facilities. To a substantial extent the PUD Site Plan may be a combination of the information on the other drawings described above.

Preliminary covenants, conditions, and restrictions (CC&Rs) which clearly describe responsibilities for operation and maintenance of commonly owned elements of the PUD and describe design allowances, limits, and requirements.

Additional Information

- A commercial PUD or a residential PUD with commercial components shall include an economic study analyzing the trade area from which the commercial uses will draw the customer base necessary to support the commercial components, and the current and future feasibility of the commercial components of the PUD;
- Additional reports as determined by the Director necessary to understand the physical impacts of the PUD;
- A written report of the community conference held prior to submittal of the applications;
- Phasing plan, if applicable;
- Density calculations, that demonstrate the permitted and proposed density, and any density bonuses that are used to achieve the proposed density.

Affidavit

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

APPLICANT'S SIGNATURE

DATE