



# 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

|  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Boundary Line Adjustment - \$275<br><input type="checkbox"/> Critical Areas Review (major) - \$275<br><input type="checkbox"/> Commercial (Downtown) Design Review - \$200 +\$75/hour<br><input type="checkbox"/> Covenant to Bind<br><input type="checkbox"/> Flood Area Development - \$100<br><input type="checkbox"/> Land Disturbance (minor) - \$200<br><input type="checkbox"/> Land Disturbance (major) - \$500 | Hot Key – 243<br>Hot Key – 048<br>Hot Key – 022<br>No Charge<br>Hot Key – 035<br>Hot Key – 243<br>Hot Key – 243 | <input type="checkbox"/> Pre-Application (1 <sup>st</sup> free, \$250 after)<br><input type="checkbox"/> Short Plat - \$525<br><input type="checkbox"/> Site Plan Review - \$275<br><input type="checkbox"/> Specific Binding Site Plan - \$525<br><input type="checkbox"/> Shorelines Exemption - \$50<br><input type="checkbox"/> SEPA Review - \$375<br><input type="checkbox"/> SEPA Exemption Request - \$75<br><input type="checkbox"/> Signs - \$50 for first 3, \$25 per add. | Hot Key – 243<br>Hot Key – 243<br>Hot Key – 219<br>Hot Key – 243<br>Hot Key – 035<br>Hot Key – 048<br>Hot Key – 023 |
| <input type="checkbox"/> Building or Plat Variance - \$300<br><input type="checkbox"/> Conditional Use - \$350<br><input type="checkbox"/> Shorelines Conditional Use - \$500<br><input type="checkbox"/> Shorelines Variance - \$500  | Hot Key – 035<br>Hot Key – 035<br>Hot Key – 035<br>Hot Key – 035  | <input type="checkbox"/> Shorelines Substantial Development <\$50K - \$275<br><input type="checkbox"/> Shorelines Substantial Development ≤ \$250K - \$550<br><input type="checkbox"/> Shorelines Substantial Development > \$250K - \$900  | Hot Key – 035<br>Hot Key – 035<br>Hot Key – 035   |
| <input type="checkbox"/> General Binding Site Plan - \$1,500 + \$100/acre for every acre over 3<br><input type="checkbox"/> Planned Unit Development - \$800 + \$100/lot or tract<br><input type="checkbox"/> Preliminary Long Subdivision \$1,500 + \$100/lot or tract<br><input type="checkbox"/> Final Long Subdivision \$525 + \$50/lot or tract   | Hot Key – 243<br>Hot Key – 243<br>Hot Key – 243<br>Hot Key – 243  | <input type="checkbox"/> Annexation - \$1,500 + \$50/acre +<br><input type="checkbox"/> Comprehensive Plan Amendment – Variable \$ _____<br><input type="checkbox"/> Land Use & Development Code Amendment - \$500<br><input type="checkbox"/> Zoning Map Amendment – Variable \$ _____   | Hot Key – 243<br>Hot Key – 043<br>Hot Key – 243<br>Hot Key – 243  |

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



# INFORMATION BULLETIN No. 11

City of Blaine

Updated  
September 2012

## APPEAL OF ADMINISTRATIVE DECISION

### WHAT IS AN APPEAL OF A TYPE I-ADM DECISION ?

A final decision regarding an application may be appealed to different decision making bodies depending upon the type of land use review. A decision made by staff under a Type I-ADM Land Use Decision review may be appealed to the City's Hearing Examiner.

A Type I-ADM decision is a decision made by the Community Development Services Director or the Director's designee. It is what is typically referred to as a "staff decision."

#### ***When must the appeal be filed?***

Final decisions may be appealed only if a complete appeal application and appeal fee is submitted within 14 calendar days from the date of the written decision on the land use application.

### HOW IS THE APPLICATION PROCESSED?

Appeals before the Hearing Examiner are processed as follows:

A public hearing will be held for applications appealed to the Hearing Examiner. It is an "open record hearing" (RCW 36.70B.020), which means the reviewing body may accept testimony and submissions of evidence and information. Any individual may present testimony on the appeal. In making the decision, the Hearing Examiner or Planning Commission must determine if the decision was correctly based on the applicable sections of the Blaine Municipal Code (BMC). This decision is made after reviewing the application, the decision,

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, CDS 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.

### HOW DO I APPEAL?

1. You must complete an Appeal of Administrative Decision Form and attach a statement including the following:

The case number designated by the City of Blaine and the name of the applicant;  
The name and signature of each petitioner and a statement showing that each petitioner is entitled to file the appeal under Blaine Municipal Code (17.06.180) and the Revised Code of Washington.

If multiple parties file a single petition for review, the petition shall designate one party as the contact representative for all contact with the Community Development Director.

The specific aspect(s) of the decision being appealed, the reasons why each aspect is in error as a matter of fact or law, and the evidence relied on to prove the error.

2. You must pay the applicable fee.

#### **Applications are submitted by appointment.**

and the appeal. After considering testimony from the public, the Hearing Examiner will approve, approve with conditions, or deny the appeal.

### WHO CAN APPEAL A STAFF DECISION?

For Type I-ADM land use review decision, any interested party may appeal the decision, including the applicant, a department of the City or any aggrieved person.

### MORE QUESTIONS?

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



# CITY OF BLAINE

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 www.cityofblaine.com

## Appeal of Administrative Decision Form

| <b>FOR OFFICE USE ONLY</b> |               |
|----------------------------|---------------|
| Total Fees \$ _____        |               |
| Receipt # _____            | STAMP IN DATE |

### APPELLANT INFORMATION

|   |                   |                        |
|---|-------------------|------------------------|
| Name of Appellant:                                  |                   | Telephone # (daytime): |
| Address:  |                   | email                  |
| City:   | State / Province: | Zip / Postal Code:     |
| <b>Signature:</b>                                   |                   |                        |
| Name of Appellant's Representative (if applicable): |                   | Telephone #:           |
| Address:  |                   |                        |
| City:   | State / Province: | Zip / Postal Code:     |

### DECISION BEING APPEALED

|                             |
|-----------------------------|
| Project / Development Name: |
| Site Address / Description: |
| File Number:                |

### SUBMITTAL REQUIREMENTS

|   |
|---|
| <input checked="" type="checkbox"/> Please prepare and label as "EXHIBIT A, Appellant Statement" a typed statement addressing the basis for the appeal. Please state the specific aspect(s) of the decision being appealed, the reasons why each is in error as a matter of fact or law, and the evidence now relied on to prove the error. |
| <input checked="" type="checkbox"/> A copy of the Final Decision being appealed. Copies are available at the City's Community Development Department.   |
| <input checked="" type="checkbox"/> An application fee as set forth in the City of Blaine Unified Fee Schedule  |

### NOTES:

|  |
|--|
| <input checked="" type="checkbox"/> City policy requires that the appellant or the appellant's representative be present at the public hearing.  |
| <input checked="" type="checkbox"/> Pursuant to Section 17.06.180, BMC the appeal form and associated submittal requirements must be submitted within fourteen (14) days of the issuance of the formal written decision. The appellant may submit a more comprehensive statement within thirty (30) days following the issuance of the final decision. |
| <input checked="" type="checkbox"/> Appeals of Type I-ADM administrative decision shall be an open record appeal and will heard by the City's Hearing Examiner.  |