



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

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



INFORMATION BULLETIN No. 22

City of Blaine

Updated
March 2009

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.

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.

HOW IS THE APPLICATION PROCESSED?

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

Larger or more complex plats that were originally approved as "major developments" will be reviewed for final plat approval by the City Council through a Type II-CC approval process. **See IB#9.**

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 construc-

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** is submitted in conjunction with a **Land Disturbance Permit Application** and a complete set of civil construction drawings.
3. You must pay the applicable fees

Applications are submitted by appointment.

tion 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.

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.

(See reverse)

FINAL PLAT APPROVAL PROCESS:

Preliminary plats that have completed the approval process exist as an “Approved Preliminary Plat,” which has been stamped “approved” by Community Development Services staff. A stamped, approved preliminary plat is a prerequisite to beginning the final plat process. Consult with staff if you have questions.

Application Process

1. Pre-Application Meeting with Applicant, Community Development Services and Public Works to discuss compliance and design issues.
2. Applicant - submits application paperwork, fees, civil construction plans and draft of final plat maps to Community Development Services
3. Community Development Services issues Determination of Completeness for Final Plat.
4. Community Development Services reviews submission materials to determine compliance with the Approved Preliminary Plat.
5. Civil plans that are determined compliant with Approved Preliminary Plat are transmitted to Public Works with copy of Draft Final Plat, Approved Preliminary Plat, SEPA Determination, and Preliminary Plat Notice of Decision.

Civil Plan Review Process

6. Public Works Department works with applicant to achieve approval of civil drawings. Once civil drawings are approved Public Works sends approval memo to Community Development Services with list of necessary changes to draft of final plat map and authorization to issue Land Disturbance Permit.
7. Community Development Services releases approved civil drawings and issues Land Disturbance Permit;
8. Applicant schedules a Pre-Construction Meeting with Public Works.
9. During or after Pre-Construction meeting, Public Works Department issues notice to proceed with construction.

Construction

10. Applicant constructs improvements per the approved engineered plans.
11. Applicant coordinates inspection with Public Works, and with Community Development Services as applicable.

Completion Process

12. Applicant submits final As-Builts to Public Works
13. Applicant submits revised final plat map check prints to Community Development Services.
14. Community Development Services reviews final plat check prints and submits a copy to Public Works for final review and comment.
15. Community Development Services provides Applicant with final comments on final plat check prints.

Approval and Recording

16. Community Development Services schedules Planning Commission/City Council meeting.
17. City Council or Planning Commission approves final plat.
18. Community Development Services sends Notice of Decision to applicant and affected parties.
19. Applicant submits (3 copies) of final plat mylars to Community Development Services for signature.
20. Applicant files mylars with Whatcom County Auditors Office and returns 2 copies to Community Development Services.
21. Community Development Services sends one copy to Public Works who stores in files and updates official parcel map.



CITY OF BLAINE

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www.cityofblaine.com

Long Subdivision Final Plat Application

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
Three (3) hard copies 24" x 36" (D size) and twelve (12) hard copies 11" x 17" and two (2) electronic copies draft final plat maps . The draft plat map must include the following:

- Legal Description.
- Land Surveyor Seal.
- Covenants.
- Dedication of Public Lands.

CIVIL DRAWING SUBMITTAL REQUIREMENTS

- After TRC meeting, one (1) copy of Civil drawings will be submitted to CDS for filing and transport to Public Works.

COPY OF PRELIMINARY PLAT APPROVAL DOCUMENTS
Note: The final plat must conform to the preliminary plat design and the conditions for approval. Slight deviations may be allowed by the Community Development Director.

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

FINAL PLAT APPROVAL PROCESS:

Part 1 – Submission and Determination of completeness

1. Applicant - submits application and draft of final plat maps to Community Development Services
2. Community Development Services issues Determination of Completeness.
3. Community Development Services reviews submission materials to determine compliance (Revisions may be required prior to Technical Review Committee meeting).
4. Technical Review Committee meeting with applicant (engineer/designer), Community Development Services and Public Works. Review compliance issues, process, civil plan submission requirements.
5. Project review is handed to Public Works for civil review and approval.

Part 2 - Civil Review

6. Applicant submits draft of Community Development Services approved plat maps and draft of civil engineering drawings to Public Works.
7. Public Works Department works with applicant to achieve approval of civil drawings. Once civil drawings are approved Public Works sends approval memo to Community Development Services with list of necessary changes to draft of final plat map.

Part 3 – Civil Construction & As-Builts

8. Community Development Services:
Notifies applicant of approved civil drawings & list of changes to draft of final plat map;
Notifies applicant to meet with Public Works & address civil construction.
9. Applicant schedules a Pre-Construction Meeting with City (through CDS). Includes on-site review of all conditions of preliminary plat approval (punchlist).
10. CDS issues notice to proceed with construction.
11. Applicant constructs approved engineering drawings in compliance with preliminary plat conditions.
12. Applicant submits final As-Builts to Public Works. Public Works notifies Community Development Services of As-Built Civil Drawings (mylars) approval and receipt.
13. Applicant submits Public Works approved final plat map check prints to Community Development Services.

Part 4 - Final plat approval

14. Community Development Services schedules Planning Commission/City Council review.
15. City Council or Planning Commission approves final plat.
16. Community Development Services sends Notice of Decision to applicant and affected parties.
17. Applicant submits (3 copies) of final plat mylars to Community Development Services for signature.
18. Applicant files mylars with Whatcom County Auditors Office and returns 2 hard copies and one (1) electronic copy to Community Development Services.
19. Community Development Services sends one copy to Public Works who files and updates official parcel map.

APPLICATION FEES

Application Fees. The applicable processing fees as set forth in the city's fee schedule shall apply. The applicant must provide a deposit of 50% of fees at the time of application, with the remainder due prior to the approval of any final plat.

THIRD PARTY REVIEW OPTION

An optional third-party review for engineering and/or land use compliance with regulations and conditions may be requested to facilitate expedited review. If this option is used, an amount equal to the estimated cost of third-party review must be deposited with the City at the time of application.

PROCESS NOTES

1. Final Plat application must be filed with Community Development Services
2. Approval by Public Works. Each final plat requires approvals in accordance with:
 - a. Civil engineering
 - b. As-bult drawings that conform to preliminary plat approval
 - c. Permit conditions specific to the project.
3. Approval by the Community Development Director. Each final plat will be checked by the director to assure that:
 - a. The final plat is consistent with any conditions of approval and

- b. With the city subdivision regulations.
 - c. After determining that all final plat standards and conditions have been met, the director will advise the applicant to prepare three (3) permanent reproducible (durable transparency/mylar) copies of the final plat.
 - d. The Director will sign the mylars and schedule final plat review before the Planning Commission, and, if required, the City Council.
4. The final plat must conform to the preliminary plat design and the conditions for approval passed by the Planning Commission or the City Council. Slight deviations may be allowed by the Community Development Director if the Director determines they are necessary because of unforeseen technical problems and that the changes will result in a better plat.
5. All lots established in a final plat for record are valid for a period of five years from the date of filing and subject to the regulations in place at the time of vesting.
6. Requirements for final plat application and the process for approval are found in Chapter 17.58 of the Blaine Municipal Code.