



# CITY OF BLAINE

## COMMUNITY DEVELOPMENT SERVICES

435 MARTIN STREET, SUITE 3000 • BLAINE, WA • 98230  
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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.