

SHORT SUBDIVISION APPLICATION PACKET

TYPE I-ADM REVIEW PROCESS



**CITY OF BLAINE
COMMUNITY DEVELOPMENT SERVICES
435 MARTIN STREET, SUITE 3000
BLAINE, WASHINGTON 98230**

PACKET CONTENTS

- ⇒ Short Subdivision Cover Sheet
- ⇒ Information Bulletin #32
- ⇒ Land Use Master Invoice
- ⇒ Short Subdivision Application



INFORMATION BULLETIN No. 32

City of Blaine

Updated
March 2009

SHORT SUBDIVISION

WHAT IS A SHORT SUBDIVISION?

A short subdivision, or short plat, is the division of land into a maximum of four parcels or lots. A short subdivision may start with one parcel, or several parcels, but only four or fewer parcels may result from the subdivision.

A SHORT SUBDIVISION CAN BE USED TO:

Combine numerous platted parcels into a few larger buildable parcels.

Divide a large parcel into up to four new buildable parcels.

A SHORT SUBDIVISION CANNOT BE USED TO:

Divide a large parcel into more than four lots.

Divide a parcel that has been created through a short subdivision in the past five years.

Create a parcel that does not meet the minimum lot size for the zoning district.

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.**

WHAT ABOUT WETLANDS?

Wetlands, steep slopes, and other critical areas are regulated by the City's Critical Areas Ordinance, and are protected from certain impacts. If the land you wish to divide is believed to have these features, Community Development Services staff will require a technical study such as a wetland delineation. Your short subdivision will need to account for these unique natural features.

WHAT ABOUT UTILITIES AND ROADS?

Lots created by a short subdivision must have adequate access to public roads and utilities. Improvements to public street frontage and

HOW DO I APPLY?

1. A pre-application conference is recommended, but not required.
2. Submit a complete **Short Subdivision Application** and a **Land Use Master Invoice**.
3. You must pay the applicable fees

Applications are submitted by appointment.

utility lines (construction) may be required as part of the short subdivision approval.

RECORDING THE DRAWINGS

Following approval by the administrator, a final short subdivision shall be prepared by a licensed land surveyor. These are submitted to the City for signatures, and returned to the applicant. A short subdivision becomes effective once the required documents have been recorded with the County auditor, and the applicant has returned **two** copies of each recorded document bearing the county auditor's stamp verifying recording.

No building or other site development permits will be granted until the applicant returns the copies of the recorded documents to the Community Development Services Department.

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.



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 PHONE: (360) 332-8311 • FAX: (360) 543-9978
 www.cityofblaine.com

LAND USE MASTER INVOICE

| |
|-----------------------------------|
| 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 or Location: | | |
| Contact Person: | Phone: | Email: |
| Mailing Address for Contact Person: | | |
| Property Owner Name: | Property Owners Signature | |

PLEASE CHECK ALL THAT APPLY

Supplemental applications or questionnaires are required for certain permits

| | | | | | | | | | | | | | | | | | | | | | |
|---|--|---------------|---|---------------|--|---------------|---|---------------|--|---|----------------------------------|--|--|--|---------------|--|---------------|--------------------------------------|---------------|---|---------------|
| <table style="width: 100%;"> <tr> <td style="width: 60%;">Site Plan Review - \$250</td> <td>Hot Key - 219</td> </tr> <tr> <td>Boundary Line Adjustment - \$250</td> <td>Hot Key - 243</td> </tr> <tr> <td>Short Plat - \$500</td> <td>Hot Key - 243</td> </tr> <tr> <td>Specific Binding Site Plan - \$500</td> <td>Hot Key - 243</td> </tr> <tr> <td>Land Disturbance - Minor - \$200</td> <td>Hot Key - 243</td> </tr> <tr> <td>Land Disturbance - Major - \$400</td> <td>Hot Key - 243</td> </tr> </table> | Site Plan Review - \$250 | Hot Key - 219 | Boundary Line Adjustment - \$250 | Hot Key - 243 | Short Plat - \$500 | Hot Key - 243 | Specific Binding Site Plan - \$500 | Hot Key - 243 | Land Disturbance - Minor - \$200 | Hot Key - 243 | Land Disturbance - Major - \$400 | Hot Key - 243 | <table style="width: 100%;"> <tr> <td style="width: 60%;">Shorelines Exemption - \$50</td> <td>Hot Key - 035</td> </tr> <tr> <td>SEPA Review - \$350</td> <td>Hot Key - 069</td> </tr> <tr> <td>Critical Areas Review (Major)- \$250</td> <td>Hot Key - 048</td> </tr> <tr> <td>Commercial (Downtown) Design Review \$200 + \$75/hour</td> <td>Hot Key - 022</td> </tr> </table> | Shorelines Exemption - \$50 | Hot Key - 035 | SEPA Review - \$350 | Hot Key - 069 | Critical Areas Review (Major)- \$250 | Hot Key - 048 | Commercial (Downtown) Design Review \$200 + \$75/hour | Hot Key - 022 |
| Site Plan Review - \$250 | Hot Key - 219 | | | | | | | | | | | | | | | | | | | | |
| Boundary Line Adjustment - \$250 | Hot Key - 243 | | | | | | | | | | | | | | | | | | | | |
| Short Plat - \$500 | Hot Key - 243 | | | | | | | | | | | | | | | | | | | | |
| Specific Binding Site Plan - \$500 | Hot Key - 243 | | | | | | | | | | | | | | | | | | | | |
| Land Disturbance - Minor - \$200 | Hot Key - 243 | | | | | | | | | | | | | | | | | | | | |
| Land Disturbance - Major - \$400 | Hot Key - 243 | | | | | | | | | | | | | | | | | | | | |
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| Conditional Use Permit - \$300 | Hot Key - 035 | | | | | | | | | | | | | | | | | | | | |
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| Final Long Subdivision - \$500 + \$100/lot | Hot Key - 243 | | | | | | | | | | | | | | | | | | | | |

DESCRIPTION OF PROPOSED PROJECT: (Add description on supplemental sheets, as necessary)



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Short Subdivision Application

| |
|--|
| <p>FOR OFFICE USE ONLY</p> <p>Application #</p> <p>STAMP IN DATE</p> |
|--|

| | |
|--------------|----------------|
| Project Name | Applicant Name |
|--------------|----------------|

SUBMITTAL REQUIREMENTS

| |
|---|
| <p>A completed Land Use Master Invoice. Representative authorization is required if application is not signed by owner.</p> |
| <p>Short Subdivision application fee as set forth in the City of Blaine Unified Fee Schedule.</p> |
| <p>Four large format copies (18" x 24" or 24" x 24") and one reduced copy (11" x 17") of a clean and legible drawing prepared by a licensed land surveyor suitable for recording, showing the following:</p> <ol style="list-style-type: none"> a. The proposed lines for all affected lots, tracts, or parcels, indicated by bold solid lines; b. The existing lot, tract or parcel lines proposed for change, indicated by light broken lines; c. The intended future use of the adjusted lots, tracts or parcels; d. The location and dimensions of all structures/improvements existing upon the affected lots, tracts or parcels and the distance between each such structure/improvement and the proposed boundary lines. Any structures proposed for removal from the site depicted with broken lines, and structures to remain on the site depicted with solid lines; e. The original legal description of the entire property along with new separate legal descriptions for each lot, tract or parcel, labeling them each as Existing Parcel A, Existing Parcel B, and New Parcel 1, New Parcel 2, etc.; f. A north arrow and scale and a graphic of the context location; g. All assessor's tax parcel numbers for the affected lots, tracts or parcels; h. The location of the property as to quarter/quarter section i. The location and dimensions of any easements within or adjacent to any affected lots, tracts or parcels; j. The location, right-of-way widths, pavement widths and names of all existing or platted streets or roads, whether public or private, and other public ways within or adjacent to the affected lots, tracts or parcels; k. The areas and dimensions of each lot, tract or parcel, following the proposed adjustment; l. The existing, and if applicable, proposed future method of sewage disposal for each affected lot, tract or parcel, including the location and dimensions of and proposed septic drainfield; m. The location of all existing and proposed water and storm drainage facilities; and n. The approximate location and extent of any environmentally sensitive areas, including any regulated critical areas and buffers lying within the existing or revised parcel boundaries. (Maps are available for review from the Department of Community Development.) |
| <p>If an individual septic system is proposed (as opposed to connection to either a community drainfield or municipal sewer system), written verification from the Whatcom County Department of Health that the lots, tracts, parcels or sites, as each would exist after the short plat, are adequate to accommodate an on-site sewage disposal system.</p> |

1. Please provide a brief description of the purpose of the proposed short subdivision:

2. Please provide **EXISTING legal description** of all affected lots, tracts, or parcels. (attach additional sheets, if necessary)

| | |
|-----------|--|
| Parcel A: | |
| | |
| | |
| Parcel B: | |
| | |
| | |
| Parcel C: | |
| | |
| | |
| Parcel D: | |
| | |
| | |

3. Please provide **PROPOSED legal description** of all affected lots, tracts, or parcels. (attach additional sheets, if necessary)

| | |
|-----------|--|
| Parcel 1: | |
| | |
| | |
| Parcel 2: | |
| | |
| | |
| Parcel 3: | |
| | |
| | |
| Parcel 4: | |
| | |
| | |

4. All owners of the subject properties must sign the application below to signify agreement to the proposed Short Subdivision.

The applicant(s) hereby certify that all of the above statements are true and the plot plan provides an accurate representation of the proposed short subdivision, and the applicants hereby acknowledge that any permit issued on this application may be revoked if any such statement is found to be false.

| | | | |
|----|--|-------|--|
| a. | | Date: | |
| b. | | Date: | |
| c. | | Date: | |
| d. | | Date: | |