

SITE PLAN REVIEW APPLICATION PACKET

TYPE I-ADM REVIEW PROCESS



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

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- ⇒ IB #1 Pre-Application Conference
- ⇒ IB #35 Site Plan Review
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INFORMATION BULLETIN No. 1

City of Blaine

Updated
March '09

PRE-APPLICATION CONFERENCE

WHAT IS A PRE-APPLICATION CONFERENCE?

The pre-application conference is a meeting between City staff and a prospective applicant, to assist the applicant in compiling complete land use development applications for submittal to the Blaine Community Development Services Department. The meeting serves to identify concerns and potential issues and to expedite the processing of development applications. These pre-application conferences are informational in scope and provide a one-stop meeting with City departments responsible for development review.

Copies of a schematic plan and a summary of the project proposal are required prior to scheduling the pre-application conference.

The project proponents describe their development plans and how they fit into the city's infrastructure and zoning. In response, City representatives describe the type of application(s) needed, the review process and approximate timeline, the development regulations and estimated costs.

The pre-application conference is not meant to be a detailed review of proposed plans or ideas. After the application has been made, the City's technical review committee will analyze the plans and meet with the applicant to discuss project details and regulations.

Vesting of applications:

*The pre-application request form is **not** a project application. Your project is not vested until you submit a full and complete application and it is accepted by the city. If development regulations change between the pre-application conference and the date of application, the project application is not "vested" with the regulations that were in place at the time of the Pre-Application Conference Request Form.*

HOW DO I REQUEST A CONFERENCE?

1. You must complete a **Pre-Application Conference Request Form**.
2. You must provide the supplemental information listed on the request form.
3. There is no charge for the first conference.

Applications are submitted by appointment.

WHAT IS THE RESULT OF THE MEETING?

At the pre-application conference, staff will provide the applicant with information about:

- Requirements for complete application(s);
- A summary of procedures, including any public meetings, that must be followed to process the application;
- A discussion of issues and concerns; and
- References to code provisions or development standards that may apply to the approval of the application.

The applicant is mailed a set of notes from the Pre-Application Conference within 14 calendar days after the meeting is held. The notes will review the regulations and approval criteria, specific development issues, and additional information required to prepare a complete development application that was discussed at the meeting. The notes typically will provide an estimate of fees for application processing.

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.



INFORMATION BULLETIN No. 35

City of Blaine

Updated
March 2009

SITE PLAN REVIEW

WHAT IS A SITE PLAN REVIEW ?

The Site Plan Review is a process that evaluates a project for consistency with the City's development regulations and Zoning Code. A site plan will be approved by Community Development Services staff and it will become the "benchmark" for additional plans and designs. This allows building plans and infrastructure plans to be developed in compliance with development regulations and avoids costly re-design at later project stages.

When is a Site Plan Review required?

A Site Plan Review is required for all commercial and industrial development or redevelopment. A Site Plan Review is also required for a residential development except single-family residences and duplexes.

A Site Plan Review is required before the City will issue permits for site work or building construction.

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.**

HOW DOES A SITE PLAN REVIEW RELATE TO OTHER APPLICATIONS?

A Site Plan Review is sometimes a required element of other applications. For example a Site Plan Review is required for a review of Planned Unit Development (PUD) and a Conditional Use Permit (CUP) when the CUP involves new construction. Because it establishes the layout of buildings, parking lots, landscape areas, and other elements, the Site Plan Review allows the City decision makers to understand the physical impacts of a development. A Site Plan Review should not be confused with a General Binding Site Plan or Specific Binding Site Plan. Those are land platting or land division applications, which create property lines and designate future street rights-of-way.

HOW DO I APPLY?

1. A pre-application conference is recommended, but not required.
2. You must submit a complete **Site Plan Review Application** and a **Land Use Master Invoice**.
3. For most projects that require a Site Plan Review, a **SEPA Checklist** is also required. Consult with Community Development Services staff to confirm.
4. You must pay the applicable fees

Applications are submitted by appointment.

WHAT DO I GET WHEN I'M DONE?

An "approved" site plan provides an assurance for the applicant and the City that the project as shown on the site plan is compliant with City development regulations. The applicant can then continue to develop engineered drawings and building plans.

An approved site plan is valid for 1 year, with a possible 1 year extension.

MORE QUESTIONS?

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COMMUNITY DEVELOPMENT SERVICES
 435 MARTIN STREET, SUITE 3000 • BLAINE, WA • 98230
 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

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



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COMMUNITY DEVELOPMENT SERVICES

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Site Plan Review Application

FOR OFFICE USE ONLY

Total Fees \$ _____

Receipt # _____

STAMP IN DATE

Submittal of full architectural construction drawings and fully engineered civil construction drawings is not required at this level of review.

Project Name

A completed Land Use Master Invoice. A signed "Owner Consent Form" is required if application is not signed by owner.

A title report prepared in the past 90 days, a complete legal description of the property, and a map of the parcel showing accurate property dimensions.

Four copies of a clean and legible 24" x 36" drawing and **one 11" x 17" reduction copy** prepared by an architect, designer, or engineer, showing the following:

1. Applicant name and property address.
2. Vicinity map, north arrow, and scale indicated.
3. A "project summary" box including the following information: legal description; assessor's parcel number(s); site address; city zoning; site area; lot coverage; building gross floor area; square footage of activity areas by use (i.e. retail, office, manufacturing, storage, etc.); number of parking spaces; and impermeable surface area. General notes, including any required herein, may be included in the summary box or grouped in a separate box for notes.
4. Property lines with corners and dimensions shown.
5. Easements and rights-of-way
6. Existing and/or proposed frontage improvements.
7. Existing and/or proposed utilities, including stormwater facilities.
8. Existing buildings and structures, including structures on adjacent lots within 10 feet of the property line.
9. Proposed structures including setbacks from property lines.
10. Existing and/or proposed ingress and egress, including dimensions of driveways and curbcuts.
11. Existing and/or proposed parking and loading areas including number of spaces (including handicap spaces), dimensions of spaces, aisle widths, etc..
12. Other existing and/or proposed physical improvements on the site such as fences, signs, area lighting, landscaping, etc..
13. Natural features such as significant stands of trees, streams, wetlands, steep slopes, etc..
14. If the site is not basically level, a concept plan for proposed grading (it may be necessary to submit a separate sheet showing conceptual grading together with site topography).

Submit **three copies** of the basic floor plan on 24" x 36" sheets drawn to a scale of 1/4"=1', 3/16"=1' or 1/8"=1', depending on the size of the structure and **one 11" x 17" reduction copy** (*other scales may be used for unusually large structures or special purposes*).

The following items of information should be included on the floor plan:

1. Exterior dimensions.
2. Dimensions and square footages of identified use areas (ie. office, retail, manufacturing, storage, etc.).
3. Location of doors and windows.
4. Interior walls and partitions

Submit **three copies** of the basic exterior elevation on 24" x 36" sheets and **one 11" x 17" reduction copy** drawn to a scale consistent with the scale of the basic floor plan (*other scales may be used for unusually large structures or special purposes*).

The following items of information should be included on the exterior elevation:

1. Building height.
2. Location of doors and windows.
3. Basic materials of construction (i.e. wood, block, metal siding, etc.).
4. If the site is not basically level, a representation of how the building relates to the terrain in cross-sectional view, including proposed use of graded pad, retaining walls, stem walls, etc..

A SEPA Checklist may be required for your project. Consult with Community Development Services staff.

DESCRIPTION OF PROPOSED PROJECT

(Submit Separate Sheets if Necessary)

ACKNOWLEDGEMENT

By signing the application form, the applicant/owner attests that the information provided herein is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in rejection of a previously submitted application, or the revocation of an issued permit.

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 also agree to provide access and right of entry to City of Blaine and its 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.

(OWNER'S SIGNATURE)

(DATE)