



# 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**

<p><b>Planning &amp; Zoning</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Application Request – 1<sup>st</sup> Free (2<sup>nd</sup> \$275)</li> <li><input type="checkbox"/> Conditional Use Permit – \$350*</li> <li><input type="checkbox"/> Variance - \$300*</li> <li><input type="checkbox"/> Commercial Design Review – \$200</li> <li><input type="checkbox"/> Site Plan Review (SPR) – \$275 + \$75/hour for re-review</li> </ul> <p><b>Land Division &amp; Consolidation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Boundary Line Adjustment – \$275</li> <li><input type="checkbox"/> Lot Consolidation – \$100</li> <li><input type="checkbox"/> Short Plat/Subdivision – \$525</li> <li><input type="checkbox"/> Preliminary Long Plat/Subdivision – \$1,500 + \$100/Lot or Tract*</li> <li><input type="checkbox"/> Final Long Plat/Subdivision – \$525 + \$50/Lot or Tract</li> <li><input type="checkbox"/> General Binding Site Plan – \$1500 + \$100/acre for every acre over 3*</li> <li><input type="checkbox"/> Specific Binding Site Plan – \$525</li> </ul> <p><b>Home Business</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Home Occupation Permit – \$50</li> <li><input type="checkbox"/> In-Home Care Home Occupation Permit – \$50</li> </ul> <p><b>Appeals</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Administrative Appeal – \$450.00*</li> </ul> <p>Hearing Examiner Fees* Hearing Examiner Fee - \$1,500</p>	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Critical Areas Review – \$275</li> <li><input type="checkbox"/> Flood Development Permit – \$100</li> <li><input type="checkbox"/> Land Disturbance Permit (Minor) – \$200</li> <li><input type="checkbox"/> Land Disturbance Permit (Major) – \$500</li> <li><input type="checkbox"/> SEPA Application/Checklist – \$375</li> <li><input type="checkbox"/> SEPA Exemption Request – \$75</li> <li><input type="checkbox"/> Shoreline Substantial Development &lt; \$50K - \$275 – \$275*</li> <li><input type="checkbox"/> Shoreline Substantial Development ≤ \$250K - \$550 – \$550*</li> <li><input type="checkbox"/> Shorelines Substantial Development &gt; \$250K - \$900 – \$900*</li> <li><input type="checkbox"/> Shoreline Substantial Development Permit Exemption Request – \$50</li> <li><input type="checkbox"/> Shoreline Variance – \$500*</li> <li><input type="checkbox"/> Shoreline Conditional Use Permit – \$500*</li> </ul> <p><b>Amendment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Comprehensive Plan Amendments – Variable <input type="text"/></li> <li><input type="checkbox"/> Zoning Map Amendment – Variable <input type="text"/></li> <li><input type="checkbox"/> Zoning Text Amendment – \$500</li> <li><input type="checkbox"/> Annexation – \$1500 + \$50/acre</li> <li><input type="checkbox"/> PUD Amendment – \$300 + \$20/Lot*</li> <li><input type="checkbox"/> PUD Modification – \$300</li> </ul>
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**DESCRIPTION OF PROPOSED PROJECT: (Attach supplemental sheets as necessary)**

A large, empty rectangular box with a double-line black border, occupying most of the page below the header. It is intended for the user to provide a detailed description of the proposed project, with a note to attach supplemental sheets if necessary.



# INFORMATION BULLETIN No. 21

City of Blaine

Updated  
Nov 2021

## PRELIMINARY PLAT

### WHAT IS A PRELIMINARY PLAT?

A plat is a division of land into numerous parcels. It is what is commonly referred to as a “subdivision.”

The preliminary plat is the first step in a two-step process, known as a long plat. A preliminary plat provides approval to construct the long plat. The second step in the long plat process is known as the final plat. The final plat provides approval of the actual division of the land into multiple lots.

A preliminary plat can be used to create any number of new building lots from one or more existing parcels of land. Preliminary plats can also be used to dedicate new public streets and other facilities, such as public utilities and parks.

### HOW IS THE APPLICATION PROCESSED?

The application is processed as Type II-CC application. Refer to the Informational Bulletin **IB#9** describing that process.

### WHO CAN HELP WITH A PRELIMINARY PLAT?

A preliminary plat is a complicated land development permit. It involves creation of property boundaries, dedication of public roads and utilities, planning for parks and trails, and protection of sensitive environments like wetlands. Most property owners do

not have the experience and expertise to manage their own preliminary plat application.

There are many land use planning and development firms that specialize in processing these complex land development applications. At a minimum you will need a licensed surveyor and engineer to assist with your plat application.

### HOW DO I APPLY?

1. Consult with Community Development Services staff early in your planning process.
2. A pre-application conference is required. Complete and submit a [Pre-Application Conference Request Form](#).
3. Submit a [Preliminary Plat Application](#) and a [Land Use Master Invoice](#).
4. Submit a completed [SEPA Checklist](#) and the necessary supporting documents.
5. You must pay the applicable fees.

**Applications can be submitted to**  
[CDSpermits@cityofblaine.com](mailto:CDSpermits@cityofblaine.com)

### 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.

### State Law: RCW 58.17.020.4

*"Preliminary plat" is a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks, and other elements of a subdivision consistent with the requirements of this chapter. The preliminary plat shall be the basis for the approval or disapproval of the general layout of a subdivision.*



# CITY OF BLAINE

## COMMUNITY DEVELOPMENT SERVICES

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

### Preliminary Plat Application

Applications must be submitted electronically. E-mail materials to [cdspermits@cityofblaine.com](mailto:cdspermits@cityofblaine.com). See [Electronic Permit Submittal Instructions](#) for more information.

**FOR OFFICE USE ONLY**

Application # \_\_\_\_\_

STAMP IN DATE \_\_\_\_\_

Project Name: \_\_\_\_\_

*Applications must be completed and recorded the Community Development Services. Applications that are incomplete (i.e., that do not include all of the information required below) will be returned.*

### APPLICATION REQUIREMENTS

- A completed **Master Land Use Application**. Representative authorization is required if application is not signed by owner.

**Please prepare the following items for preliminary plat review and approval:**

- Subdivision Title Report** -Provide a Title Report current to within 30 days of the date of application.
- Assessor's Map & List of Property Owners**  
Provide an Assessor's Map(s) showing the location of the subject property and all properties, partially or completely within 300 feet of the external boundaries of the subject property. The Applicant must also provide a mailing list of all property owners who are included within the 300-foot radius.
- Legal Description**  
All subdivision applications shall have a legal description of the entire parcel to be subdivided and shall be stamped by a registered land surveyor.
- Vicinity Map**  
A location and vicinity map, drawn to a sufficient scale, that clearly locates the proposed project in relation to streets, intersections, other rights-of-way, natural features and other prominent landmarks.
- Existing Conditions Plan**  
An existing conditions plan, that extends at least 50 feet beyond the boundaries of the subject site and is accurately drawn to 1" = 20', 30' 40' or 50' scale, shall include the following information:
  - A professionally prepared topographic map based upon a site survey delineating existing contours at no less than five-foot intervals, and which locates all surface water features streams, wetlands and marine waters, along with their associated ordinary high-water lines and/or required setback/buffers, location of drainage patterns and drainage courses, and other critical environmental areas, such as unstable slopes, slopes in excess of 15%, 100-year floodplain and significant wildlife habitat;
  - The site size, dimensions and orientation relative to north;
  - The location of existing structures and other improvements on the site, including but not limited to buildings, fences, landscaped areas, culverts, in ground and above ground storage tanks, pedestrian walkways and areas, bikeways, bridges, roads, streets and other internal circulation, parking, loading, open space and utility structures and lines, including fire hydrants; and
  - The location and dimensions of existing easements.
- SEPA Environmental Checklist**  
A completed and signed SEPA Environmental Checklist, if applicable.

**Sign Plan (if applicable)**

If applicable and proposed at time of site plan submittal, the sign plan shall include to-scale details of existing and proposed signs that are in accordance with Chapter 17.122, BMC, the Blaine Design Guidelines and Sign Ordinance Supplement and the provisions of the Resort Semiahmoo Master Development Plan; include their location and type (e.g. fascia, freestanding, etc.). Please note that a separate Sign Permit is required.

**Preliminary Plat Map**

The preliminary plat map, prepared and certified by a land surveyor registered by the State of Washington, shall be drawn to the same scale as the existing conditions plan and shall include the following:

- The location and dimensions of proposed lots, streets and other rights-of-way and public or private access and/or utility easements on and adjoining the site;
- All areas, if any, to be preserved as buffers or to be dedicated or temporarily reserved for a public, private or community use or for open space;
- An accurate and complete legal description of the subject property;
- Critical Areas pursuant to Division Five, of the City’s Land Use & Development Code;
- Existing structures to be retained on the site and their distance from property lines of the subject site;
- Proposed structures on the site, including fences, etc., and their distance from property lines;
- Summary table which includes, total site area, gross floor area by use, (i.e., manufacturing, office, retail, storage), total lot coverage proposed, including residential density calculations.

**Lighting Plan**

If applicable, the proposed lighting plan shall show all existing and proposed lighting on site and within right-of-ways. Include light sources, patterns and illumination and other design standards, pursuant to the standards as articulated in the City’s “Development Guidelines and Public Works Standards”.

**Engineering Plans**

A complete set of preliminary civil engineering plans pursuant to the City’s Code and the City’s “Development Guidelines and Public Works Standards”, including:

- **Utility Plan(s)**, showing source, location and size of all existing and proposed water, sewer and electrical lines and associated structures adjacent to the subject site and on-site, existing fire hydrants with 100 feet of site, and proposed hydrants off- and on-site.
- **Preliminary Stormwater Plan**, pursuant to the current edition (August 2001) of the Washington State Department of Ecology, Stormwater Management Manual for Western Washington. Adequate calculations for the size of all storm conveyance and treatment facilities, from origin to destination, shall be provided.
- **Erosion & Sedimentation Control Plan** pursuant to the current edition (August 2001) of the Washington State Department of Ecology, Stormwater Management Manual for Western Washington.
- **Conceptual Street Design Plan**, if proposed project requires street improvements, showing location/dimensions of existing and proposed rights-of-way, curbs and sidewalks, storm drains and catch basins, pavement section(s), sewer and water mains, power, street trees and all other elements between the pavement edge and property line.

**Other Applications, Plans, Studies, Etc.**

Other information, such as wetland, traffic, geotechnical or other studies, shall be provided as requested by the Director, including related applications or studies, to show that the development complies with other applicable City Standards. **At minimum, the following is required: 1) Geotechnical Report and 2) Hydraulic study showing adequate fire flows and domestic service.**

- A Long Plat Permit application fee as set forth in the City of Blaine Unified Fee Schedule.

*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