



# 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> <p><input type="checkbox"/> Pre-Application Request – 1<sup>st</sup> Free (2<sup>nd</sup> \$275)</p> <p><input type="checkbox"/> Conditional Use Permit – \$350*</p> <p><input type="checkbox"/> Variance - \$300*</p> <p><input type="checkbox"/> Commercial Design Review – \$200</p> <p><input type="checkbox"/> Site Plan Review (SPR) – \$275 + \$75/hour for re-review</p> <p><b>Land Division &amp; Consolidation</b></p> <p><input type="checkbox"/> Boundary Line Adjustment – \$275</p> <p><input type="checkbox"/> Lot Consolidation – \$100</p> <p><input type="checkbox"/> Short Plat/Subdivision – \$525</p> <p><input type="checkbox"/> Preliminary Long Plat/Subdivision – \$1,500 + \$100/Lot or Tract*</p> <p><input type="checkbox"/> Final Long Plat/Subdivision – \$525 + \$50/Lot or Tract</p> <p><input type="checkbox"/> General Binding Site Plan – \$1500 + \$100/acre for every acre over 3*</p> <p><input type="checkbox"/> Specific Binding Site Plan – \$525</p> <p><b>Home Business</b></p> <p><input type="checkbox"/> Home Occupation Permit – \$50</p> <p><input type="checkbox"/> In-Home Care Home Occupation Permit – \$50</p> <p><b>Appeals</b></p> <p><input type="checkbox"/> Administrative Appeal – \$450.00*</p> <p>Hearing Examiner Fees*<br/>       Hearing Examiner Fee - \$1,500</p> | <p><b>Environment</b></p> <p><input type="checkbox"/> Critical Areas Review – \$275</p> <p><input type="checkbox"/> Flood Development Permit – \$100</p> <p><input type="checkbox"/> Land Disturbance Permit (Minor) – \$200</p> <p><input type="checkbox"/> Land Disturbance Permit (Major) – \$500</p> <p><input type="checkbox"/> SEPA Application/Checklist – \$375</p> <p><input type="checkbox"/> SEPA Exemption Request – \$75</p> <p><input type="checkbox"/> Shoreline Substantial Development &lt; \$50K - \$275 – \$275*</p> <p><input type="checkbox"/> Shoreline Substantial Development ≤ \$250K - \$550 – \$550*</p> <p><input type="checkbox"/> Shorelines Substantial Development &gt; \$250K - \$900 – \$900*</p> <p><input type="checkbox"/> Shoreline Substantial Development Permit Exemption Request – \$50</p> <p><input type="checkbox"/> Shoreline Variance – \$500*</p> <p><input type="checkbox"/> Shoreline Conditional Use Permit – \$500*</p> <p><b>Amendment</b></p> <p><input type="checkbox"/> Comprehensive Plan Amendments – Variable _____</p> <p><input type="checkbox"/> Zoning Map Amendment – Variable _____</p> <p><input type="checkbox"/> Zoning Text Amendment – \$500</p> <p><input type="checkbox"/> Annexation – \$1500 + \$50/acre</p> <p><input type="checkbox"/> PUD Amendment – \$300 + \$20/Lot*</p> <p><input type="checkbox"/> PUD Modification – \$300</p> |
|---|---|

**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. 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.



# CITY OF BLAINE

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### Pre-Application Conference Request

**Form: For final plat/site plan review/major construction**  
 Informal Review by the Technical Review Committee

|   |        |  |
|---|--------|--|
| <b>PROJECT / DEVELOPMENT NAME</b>   |        |  |
| Site Address / Description  |        |  |
| Legal Description   |        |  |
| Subdivision Name  |        |  |
| Tax Parcel Number(s) (include 12-digit parcel number for all parcels within project boundaries) |        |  |
|   |        |  |
|   |        |  |
| Land Area of Project Site (acres/square feet)   | Zoning |  |

|                                       |                  |                   |
|---------------------------------------|------------------|-------------------|
| <b>APPLICANT'S NAME</b>               |                  | Telephone #       |
| Mailing Address                       |                  | Email             |
| City                                  | State / Province | Zip / Postal Code |
| <b>REPRESENTATIVE</b> (if applicable) |                  | Telephone #       |
| Mailing Address                       |                  | Email             |
| City                                  | State / Province | Zip / Postal Code |

|   |
|---|
| <b>DESCRIPTION OF PROPOSED PROJECT</b> (include separate sheets as necessary) |
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## SUBMITTAL REQUIREMENTS

- ✘ A completed Pre-Application Conference Request Form
- ✘ **Three large format copies and one 11"x17" copy** of a clean and legible **Site Plan or Conceptual Drawing** for the proposed use or activity, showing the following information:
  - a. Vicinity Sketch;
  - b. A north arrow indication and scale;
  - c. Property boundaries and identification of land uses on adjacent properties;
  - d. Means of ingress and egress for both property and structure(s);
  - e. The location of all existing and proposed water and storm drainage facilities;
  - f. Possible locations of electrical, sewage disposal and water supply systems;
  - g. The location and dimensions of any easements within or adjacent to any affected lots, tracts or parcels;
  - h. The height, number of stories, and area of all proposed structures;
  - i. 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, with structures proposed to be removed from the site depicted with broken lines, and structures to remain on the site depicted with solid lines;
  - j. The areas and dimensions of each lot, tract or parcel, following the proposed adjustment;
  - k. 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;
  - l. The proposed areas to be landscaped and off-street parking and loading areas; and
  - m. The approximate location and extent of any Critical environmental areas, such as unstable/steep slopes, floodplains, marine shorelines, creeks, or wetlands.

## ACKNOWLEDGEMENT

Information provided to a prospective applicant during the pre-application consultation is based on City regulations in effect at the time of the pre-application consultation. Revisions or new City regulations could affect a future development application. A pre-application consultation **does not vest** a future development application.

Please be aware that any communication or checklists provided to you during the pre-application consultation do not imply approval or conditional approval of the pending application. Future review of your formal application may require changes, alterations, or additional information to clarify the details of your proposal and design. Many of the City's applications are subject to review and discretion of other City bodies such as the Technical Review Committee, the Planning Commission, the Hearing Examiner and City Council. Therefore, suggestions in design direction by the members present in the pre-application meeting are difficult to make, and additional, unforeseen conditions or requirements may arise during the formal review process by other bodies.

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 an issued permit being null and void.

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.

\_\_\_\_\_  
(AGENT OR AUTHORIZED REPRESENTATIVE SIGNATURE)

\_\_\_\_\_  
(DATE)

I hereby designate \_\_\_\_\_ to act as my agent in matters related to this pre-application conference.

\_\_\_\_\_  
(OWNER'S SIGNATURE)

\_\_\_\_\_  
(DATE)