INFORMATION BULLETIN NO. 22

City of Blaine

Updated March 2009

FINAL PLAT

WHAT IS A FINAL PLAT?

A final plat is a legal document that divides land into numerous smaller parcels for the purpose of sale and development. Commonly called a subdivision.

The final plat is the last step in a two-step process, known as a long plat. The final plat provides approval of the actual division of the land into multiple lots, which are then available for sale.

The first step in the long plat process is known as the preliminary plat. A preliminary plat provides approval to construct the long plat.

> ***RCW 58.17.170***
> *When the legislative body of the city, town or county finds that the subdivision proposed for final plat approval conforms to all terms of the preliminary plat approval, and that said subdivision meets the requirements of this chapter, other applicable state laws, and any local ordinances adopted under this chapter which were in effect at the time of preliminary plat approval, it shall suitably inscribe and execute its written approval on the face of the plat.*

HOW IS THE APPLICATION PROCESSED?

The application is processed as Type II-PC application. Refer to the Informational Bulletin describing that process. **See IB#8.**

Larger or more complex plats that were originally approved as "major developments" will be reviewed for final plat approval by the City Council through a Type II-CC approval process. **See IB#9.**

COMPLIANCE WITH CONDITIONS OF PRELIMINARY PLAT APPROVAL:

The Community Development Services Department is responsible for accepting and processing a final plat application. Community Development Services works closely with the Public Works Department. Civil construction drawings and all supporting documents are submitted to Community Development Services with a Land Disturbance Permit application. A review for compliance with conditions of approval is conducted by Community Development Services. Plans that are found to be compliant with conditions of approval are forwarded to Public Works for technical review.

Please refer to the back of this form for a detailed description of the City's plat construction and final plat review process.

HOW DO I APPLY?

1. You must have preliminary plat approval from the City before applying for a Final Plat.
2. A **Land Use Master Invoice** and a **Final Plat Application** is submitted in conjunction with a **Land Disturbance Permit Application** and a complete set of civil construction drawings.
3. You must pay the applicable fees

Applications are submitted by appointment.

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.

(See reverse)

FINAL PLAT APPROVAL PROCESS:

Preliminary plats that have completed the approval process exist as an "Approved Preliminary Plat," which has been stamped "approved" by Community Development Services staff. A stamped, approved preliminary plat is a prerequisite to beginning the final plat process. Consult with staff if you have questions.

Application Process

1. Pre-Application Meeting with Applicant, Community Development Services and Public Works to discuss compliance and design issues.

2. Applicant - submits application paperwork, fees, civil construction plans and draft of final plat maps to Community Development Services

3. Community Development Services issues Determination of Completeness for Final Plat.

4. Community Development Services reviews submission materials to determine compliance with the Approved Preliminary Plat.

5. Civil plans that are determined compliant with Approved Preliminary Plat are transmitted to Public Works with copy of Draft Final Plat, Approved Preliminary Plat, SEPA Determination, and Preliminary Plat Notice of Decision.

Civil Plan Review Process

6. 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 and authorization to issue Land Disturbance Permit.

7. Community Development Services releases approved civil drawings and issues Land Disturbance Permit;

8. Applicant schedules a Pre-Construction Meeting with Public Works.

9. During or after Pre-Construction meeting, Public Works Department issues notice to proceed with construction.

Construction

10. Applicant constructs improvements per the approved engineered plans.

11. Applicant coordinates inspection with Public Works, and with Community Development Services as applicable.

Completion Process

12. Applicant submits final As-Builts to Public Works

13. Applicant submits revised final plat map check prints to Community Development Services.

14. Community Development Services reviews final plat check prints and submits a copy to Public Works for final review and comment.

15. Community Development Services provides Applicant with final comments on final plat check prints.

Approval and Recording

16. Community Development Services schedules Planning Commission/City Council meeting.

17. City Council or Planning Commission approves final plat.

18. Community Development Services sends Notice of Decision to applicant and affected parties.

19. Applicant submits (3 copies) of final plat mylars to Community Development Services for signature.

20. Applicant files mylars with Whatcom County Auditors Office and returns 2 copies to Community Development Services.

21. Community Development Services sends one copy to Public Works who stores in files and updates official parcel map.