



INFORMATION BULLETIN No. 35

City of Blaine

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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?

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 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. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.