



# 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 _____</li> <li><input type="checkbox"/> Zoning Map Amendment – Variable _____</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. 37

City of Blaine

Updated  
March 2009

## LOT CONSOLIDATION

### WHAT IS A LOT CONSOLIDATION ?

A Lot Consolidation is an action to turn two or more lots into one lot. There are a few ways that this can occur, but the easiest and least costly method is to file a "Covenant to Bind." This is legal document that takes two or more lots and permanently and officially binds them together as one parcel.

### A LOT CONSOLIDATION CAN BE USED TO:

Take two or more lots and make them into one lot. This is usually used to create a larger parcel that meets the size requirements of a buildable lot for the zoning district. A covenant to bind effectively eliminates parcels lines between multiple small parcels to create one larger parcel. A covenant to bind leaves the exterior property line intact.

#### *What does "recording" mean?*

Recording a document, means an action to make the document part of the public records of the County . Many types of documents are recorded to provide the public with notice of chain of title or other interest in real property.

### A LOT CONSOLIDATION CANNOT BE USED TO:

Create a new lot by dividing parcels, or  
Move a lot boundary to a location other than currently exists.

If you wish to move lot boundaries from one place to another, or take multiple parcels and turn them into a few larger parcels, you need to process a Boundary Line Adjustment or Short Plat. Consult with Community Development Services staff to determine what applications you need.

### HOW IS THE APPLICATION PROCESSED?

The application is a simple process. It follows these five steps:

1. Consult with staff to determine if a Cove-

nant to Bind Properties will be adequate to serve your needs.

2. Obtain a copy of the Covenant to Bind Properties sample document from staff.
3. Consult with your attorney as applicable and complete the covenant.
4. Record the covenant at the County Auditor's Office.
5. Return one copy of the recorded covenant to the Community Development Services office.

### HOW DO I APPLY?

1. There is no official City approval of this action, so there is not an application process.
2. There are no City fees related to processing the covenant.
3. Consult with staff before processing a covenant.

**You are encouraged to schedule an appointment to consult with staff.**

### 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.

**Chapter 17.54  
LOT CONSOLIDATIONS**

Sections:

[17.54.010 Scope.](#)

[17.54.030 Submittal requirements.](#)

[17.54.040 Lot consolidation drawing requirements.](#)

[17.54.070 Recordation.](#)

**17.54.010 Scope.**

The purpose of a lot consolidation is to remove interior lot lines of a parcel comprised of two or more separate lots with contiguous ownership. Lot consolidations shall not be dependent upon the installation of public infrastructure or dedication of public right-of-way to serve the pre-existing lots proposed for modification. (Ord. 2737 § 2 (Att. A), 2009)

**17.54.030 Submittal requirements.**

Applications for lot consolidations shall be submitted to the community development services department in the form described below and shall include the following information:

- A. Completed land use master invoice form signed by all vested owners. Owner authorization is required if application is not signed by and being processed by the owner(s). Names, addresses, and phone numbers of all vested owners shall be included.
- B. Lot consolidation application fee payable to the city of Blaine.
- C. Covenant to bind properties on a city-approved form fully executed and notarized by all vested owners.
- D. Complete and accurate legal descriptions of the original parcels set forth in the lot consolidation and restrictive covenant.
- E. Complete and accurate legal description of the revised parcel set forth in the lot consolidation and restrictive covenant.
- F. Copy of a title report not more than one year old, or a copy of the deed conveying title to property owner(s).
- G. Two copies of accurate, scaled drawings of the original and revised parcels meeting the requirements listed below. (Ord. 2737 § 2 (Att. A), 2009)

**17.54.040 Lot consolidation drawing requirements.**

A. The drawing sheet shall be eight and one-half by eleven inches in size drawn at an engineering scale of one inch represents 50 feet or larger. A larger sheet size may be used, if necessary, up to a maximum of 18 inches by 24 inches. Drawings shall have a one-inch clear margin on the top, sides and bottom. The drawings shall include the following information:

1. The exterior parcel lot lines shall be shown with heavy, solid lines. The interior lot lines to be eliminated shall be shown with a light, dashed line. The location of all streets and structures shall be shown. The drawing shall clearly show property dimensions, distances from all structures to property lines, and the use of all structures.
2. A north arrow, with north oriented to the top of the sheet, shall be shown on each drawing.
3. Assessor's parcel numbers of the parcels being altered by the lot line elimination shall be shown. (Ord. 2737 § 2 (Att. A), 2009)

**17.54.070 Recordation.**

Recordation requirements of BMC 17.50.080 shall not apply to a lot consolidation. The applicant shall record all approved lot consolidations with the Whatcom County auditor. Two paper copies of the documents, stamped with the recording number, shall be forwarded to the city. One copy shall be forwarded to the Whatcom County assessor. All fees for such recording shall be paid by the applicant. (Ord. 2737 § 2 (Att. A), 2009)