



# 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*        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>
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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. 15

City of Blaine

Updated  
March 2009

## SPECIFIC BINDING SITE PLAN

### WHAT IS A SPECIFIC BINDING SITE PLAN?

A Specific Binding Site Plan is the second step in a platting process that creates one or more platted lots. The first step is a General Binding Site Plan. Individual lots are created through the Specific Binding Site Plan process.

The Specific Binding Site Plan approval process includes construction of civil infrastructure. All facilities needed to serve the new lot or lots created by the Specific Binding Site Plan will be constructed before the Specific Binding Site Plan is recorded and the lots are created.

### A SPECIFIC BINDING SITE PLAN CAN BE USED TO:

Create individual lots within an approved and recorded General Binding Site Plan.

### A SPECIFIC BINDING SITE PLAN CANNOT BE USED TO:

Establish the overall development pattern for a multi-parcel development, or determine where public and quasi-public facilities such as roads, stormwater ponds, and infrastructure facilities are to be located.

Create a building lot for single-family residential development or any other non-condominium residential development.

Establish the pattern of on-site development such as parking, buildings, and landscaping. This requires a "site plan review."

#### **RCW 58.17.035**

*A city, town, or county may adopt by ordinance procedures for the divisions of land by use of a binding site plan as an alternative to the procedures required by this chapter...*

*The ordinance shall provide that after approval of the general binding site plan for industrial or commercial divisions subject to a binding site plan, the approval for improvements and finalization of specific individual commercial or industrial lots shall be done by administrative approval...*

**Refer to state law for full text.**

### HOW DO I APPLY?

1. A concurrent, or previously approved, General Binding Site Plan is required.
2. You must submit a **Specific Binding Site Plan** application with associated drawings, and a **Land Use Master Invoice**.
3. You may wish to concurrently process a **Site Plan Review** and **SEPA Checklist** for the property.
4. You must pay the applicable fees

**Applications are submitted by appointment.**

### 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.**

A Specific Binding Site Plan is generally processed with a Site Plan Review application. Although the names are similar, the applications have very different purposes. A Specific Binding Site Plan is a tool to create lots for sale. A Site Plan Review approves the layout of the physical elements of a site, such as parking areas, landscape areas, and building locations. Processing the applications together helps to ensure that the parcels created will meet the needs of the proposed construction project.

### 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  
COMMUNITY DEVELOPMENT SERVICES DEPARTMENT**

435 MARTIN STREET, SUITE 3000 • BLAINE, WA • 98230  
PHONE: (360) 332-8311 • FAX: (360) 543-9978  
www.cityofblaine.com

# Specific Binding Site Plan 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.

<b>FOR OFFICE USE ONLY</b>	
Application #  _____	<b>STAMP IN DATE</b>

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

## APPLICATION REQUIREMENTS

- A completed **Land Use Master Invoice**, completed and signed. Representative authorization is required if application is not signed by owner.
- Specific Binding Site Plan Application**, completed and signed.
- Title Report or Subdivision Guarantee not less than 14 days old**
- Project Description.** A document outlining the proposed use of the property including a detailed description of any manufacturing, commercial or residential uses. Summary of traffic generated by proposed uses including traffic flow and description of reasoning for the proposed ingress and egress points.
- Site plans** prepared and certified by a land surveyor registered by the State which include the following information (also outlined in the Blaine Municipal Code, Chapter 17.60.060 and RCW 58.17.040(7)(e)):
  - A. Map Data.
    1. Map submission number and date.
    2. Common engineering map scale/north arrow/sheet numbers.
    3. Name of the specific binding site plan.
    4. A paper copy of the most current approved general binding site plan and any approved specific binding site plan upon the property.
  - B. Map Submissions.
    1. Three (3) copies of check prints at a size of 18 inches by 24 inches.
    2. Date of original and date of significant revisions.
    3. Existing and proposed street names.
    4. Ingress and egress locations and traffic flow diagram
    5. Names or numbers of any adjacent divisions.
    6. A separate map scaled at one inch equals 400 feet for the assignment of addresses.

C. Survey Submissions.

1. Section, township, range, and municipal and city lines in the vicinity.
2. Legal description of the land.
3. Survey of boundary of the land division with complete bearings and lineal dimensions.
4. The location of all monuments or other evidence used as ties to establish the land division's boundaries.
5. The location of all permanent control monuments found and established at the controlling corners of the parcel being divided and within the land division.
6. The length and bearing of all straight lines, the radii, arcs and semi-tangents of all curves.
7. The length of each lot line, together with bearings and other data necessary for the location of any lot line in the field.
6. Sequential numbers assigned to all lots within the land division.
7. The location and width of all easements including ingress and egress access, shown with dashed lines, and a description of the purpose of the easement.
8. The location, width, centerline, and names of all roads within and adjoining the land division.
9. Any roads not dedicated to the public, as may be approved by the city of Blaine.
10. The location and (where ascertainable) sizes of all utilities, permanent wells and associated protective zones, watercourses, bodies of water, railroad rights-of-way, municipal boundaries, section lines, township lines, and meander lines.
11. A copy of any covenants or restrictions.
12. Lot closures.

D. Required Signatures, Certificates, and Note Submissions.

1. The statement required under RCW 58.17.040(7)(e).  
"The binding site plan contains thereon the following statement: "All development and use of the land described herein shall be in accordance with this binding site plan, as it may be amended with the approval of the city, town, or county having jurisdiction over the development of such land, and in accordance with such other governmental permits, approvals, regulations, requirements, and restrictions that may be imposed upon such land and the development and use thereof. Upon completion, the improvements on the land shall be included in one or more condominiums or owned by an association or other legal entity in which the owners of units therein or their owners' associations have a membership or other legal or beneficial interest. This binding site plan shall be binding upon all now or hereafter having any interest in the land described herein." The binding site plan may, but need not, depict or describe the boundaries of the lots or tracts resulting from subjecting a portion of the land to either chapter [64.32](#) or [64.34](#) RCW. A site plan shall be deemed to have been approved if the site plan was approved by a city, town, or county: (i) In connection with the final approval of a subdivision plat or planned unit development with respect to all of such land; or (ii) in connection with the issuance of building permits or final certificates of occupancy with respect to all of such land; or (iii) if not approved pursuant to (i) and (ii) of this subsection (7)(e), then pursuant to such other procedures as such city, town, or county may have established for the approval of a binding site plan;"
2. Signatures of persons with ownership interest, including a statement that the binding site plan has been made with the free consent and in accordance with the desires of the land owner(s).
3. Land surveyor's signature and certificate.

**Affidavit**

*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