



Final Long Subdivision Application

- 1) The applicant shall submit the final review packet for the original drawing (mylar) within **FIVE YEARS** of receiving preliminary approval (WCC 21.05.039(1)). If the applicant fails to submit the original drawing within these time frames, the Long Subdivision shall be considered expired (WCC 21.05.039(2)) pursuant to the Whatcom County Unified Fee Schedule.
- 2) When the surveyor has completed the survey, he will submit **CHECKPRINTS** with **LOT CLOSURES** and a **PLAT CERTIFICATE** for Technical Committee review as part of the final review packet (see application for **FINAL LONG SUBDIVISION SUBMITTAL**).
- 3) Once the check prints have been approved, we will call for the **ORIGINAL DRAWING/MYLAR** map. Your surveyor will have all owners of the property sign the mylar (using a permanent black ink pen) before submitting it to this office.
- 4) When **WRITTEN FINDINGS** have been completed by PDS, the mylar is routed to the Chairman of the Technical Committee for final review. PDS will then schedule the Final Long Subdivision for final approval before the **WHATCOM COUNTY COUNCIL**. Once the County Council has signed the mylar the surveyor will **FILE IT FOR RECORD** with the County Auditor. The Long Subdivision is now complete and you may now advertise, sell, convey or take earnest money on your now existing lots.



Master Land Use Application

File #(s) _____

Project Name _____

- | | |
|--|--|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Shoreline Substantial Development |
| <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Shoreline Conditional Use |
| <input type="checkbox"/> Critical Areas Reasonable Use | <input type="checkbox"/> Shoreline Variance |
| <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Zoning Conditional Use |
| <input type="checkbox"/> Long Subdivision | <input type="checkbox"/> Zoning Variance |

Receipt #: _____ Date Paid: _____ Total Fees: _____

Applicant

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Property Owner(s)

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Agent/Contact Person

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Surveyor

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Deed attached: Yes No FLOOD ZONE: Yes No

Property interest of the applicant: Purchaser Lessee Other: _____

Site address: _____

Parcel size: _____ in acres

Legal Description: Lot _____ Block _____ Div _____ Plat _____

_____ 1/4 _____ 1/4 Section _____, T _____ N, R _____ W.M

Assessor's Parcel Number _____

Zoning: _____ Comp. Plan: _____ Shoreline: _____

Subarea: _____ Fire Dist.: _____ School Dist: _____

Water source: Well District/Association: _____

Sewage Disposal: Septic Sewer: _____



Final Long Subdivision Application Intake Checklist

The following requirements for a fully completed application and any other information must be provided in order to initiate a review for a Determination of Completeness.

Applicant
 Checklist

PDS
 Checklist

1. Written and Other Data and Fees

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | a) Name, address and phone number of owner(s), applicant, and contact person | <input type="checkbox"/> |
| <input type="checkbox"/> | b) A separate map scaled at 1 inch = 400' for assignment of addresses | <input type="checkbox"/> |
| <input type="checkbox"/> | c) Lot closures for the parcel being subdivided, each lot, and any dedicated right-of-way | <input type="checkbox"/> |
| <input type="checkbox"/> | d) Title report issued no more than 60 days prior to final signature by the County Council Chair | <input type="checkbox"/> |
| <input type="checkbox"/> | e) Copies of covenants, conditions and restrictions (CC&Rs) | <input type="checkbox"/> |
| <input type="checkbox"/> | f) As-built drawings for road and drainage improvements | <input type="checkbox"/> |
| <input type="checkbox"/> | g) Fees as specified in the Unified Fee Schedule | <input type="checkbox"/> |

2. Map Data

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | a) Final plat size is 24 inches x 24 inches | <input type="checkbox"/> |
| <input type="checkbox"/> | b) Name of owners | <input type="checkbox"/> |
| <input type="checkbox"/> | c) Name of proposed long subdivision | <input type="checkbox"/> |
| <input type="checkbox"/> | d) Section, township, range, and municipal and county lines within the vicinity | <input type="checkbox"/> |
| <input type="checkbox"/> | e) Common engineering map bar scale (1 inch = 100' or larger), north arrow, legend, and sheet numbers | <input type="checkbox"/> |
| <input type="checkbox"/> | f) Perimeter of the subdivision shall be depicted with heavier lines | <input type="checkbox"/> |
| <input type="checkbox"/> | g) File number of the preliminary plat | <input type="checkbox"/> |
| <input type="checkbox"/> | h) Existing and proposed street names | <input type="checkbox"/> |
| <input type="checkbox"/> | i) Legal description of the land being subdivided | <input type="checkbox"/> |
| <input type="checkbox"/> | j) All lot and tract areas | <input type="checkbox"/> |
| <input type="checkbox"/> | k) Vicinity map | <input type="checkbox"/> |

- l) Names and numbers of any adjacent subdivisions, short subdivisions, and binding site plans
- m) Complete bearings, lineal dimensions, radii, arcs, and central angel of all lines and curves of any lot or boundary lines within the subdivision
- n) Location of permanent control monuments used as ties to establish boundary of subdivision, basis of bearing, and line held
- o) Type and location of monuments and the date set
- p) Sequential numbers of all lots in the subdivision, including all of its phases
- q) Location and width of all easements shown as dashed lines, and a description of the purpose of the easement (including beneficiary)
- r) Location and description of all fence and building encroachments and other matters which, in the judgment of a professional land surveyor, give rise to alternate boundary locations resulting from occupational evidence or prescriptive rights
- s) Location, width, geometry, centerline, and names of all roads within and adjoining the subdivision
- t) Roads not dedicated to the public must be clearly marked
- u) A reference to any covenants, conditions and restrictions (CC&Rs)
- v) Dedication and declaration signature block
- w) Acknowledgement blocks
- x) Land surveyor's certificate, signature block and seal
- y) County Engineer's certificate
- z) County Health and Human Services Department certificate
- aa) County Treasurer's certificate
- bb) County Council's certificate
- cc) County Auditor's certificate
- dd) Land surveyor notes
- ee) Addresses as assigned by the county



Fee Responsibility

Venue and Jurisdiction: The parties hereto recognize and agree that the venue of any action involving their rights or obligations related to this application shall be in Whatcom County, and the parties' rights and obligations hereunder shall be determined, in accordance with the laws of the State of Washington.

Fee Guaranty: Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment of fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule and that my personal guarantee is part of the consideration for review of the application.

I/we _____ hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge, and that the list of surrounding property owners is complete and current.

Signature of Applicant

Signature of Owner

I certify that I know or have satisfactory evidence that _____
is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Notary Signature: _____

Printed Name: _____

Residing at: _____

My appointment expires: ____ / ____ / ____

Application received by: _____

Date: _____

WHATCOM COUNTY
Planning & Development Services
5280 Northwest Drive,
Bellingham, WA 98226-9097
360-676-6907, TTY 800-833-6384
360-738-2525 Fax



J.E. "Sam" Ryan
Director

Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form, which will provide authorization for a designated agent to apply for permits on your behalf. This form is required for the protection of the property owner. Planning and Development Services will not accept an application that is not either signed by all property owners or accompanied by this form.

I/we, _____, the owner(s) of the subject property, understand that by completing this form I hereby authorize _____ to act as my agent. I understand that said agent will be authorized to submit applications on my behalf. I also understand that once an application has been submitted that all future correspondence will be directed to the agent.

Property Owner(s) Printed Name

Property Owner(s) Signature

Date

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Notary Signature: _____

Printed Name: _____

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: ____/____/____

Application received by: _____

Date: _____