



Preliminary Long Subdivision Application

- 1) Prior to Long Subdivision application you must have a pre-application meeting. Please see the **Pre-Application Meeting** application for requirements.
- 2) After you have had a pre-application meeting and completed all applicable application materials and studies and all requirements outlined in the pre-application meeting, contact the planner who attended the meeting to schedule a time for submittal of the Long Subdivision application. The applications will be taken in at the front counter and considered vested upon receipt of the applicable fees and Determination of Completeness.

Long Subdivision Processing Sequence

- 1) Once the application and fees are submitted, staff will review the project and if all items are submitted, a Determination of Completeness will be issued to the applicant. The application materials will be routed to the **Technical Review Committee** and a **Notice Of Application** will be posted in the newspaper and mailed to surrounding property owners.
- 2) After all of the comments have been received from the Technical Review Committee and citizens staff will forward them back to the applicant. If it appears that the basic requirements of water supply, sewage disposal, legal access, minimum lot size and critical areas all appear to be reasonably satisfied, the Technical Review Committee will then complete the **State Environmental Policy Act (SEPA)** review.
- 3) If, after the Technical Review Committee meeting, there are still items that need to be addressed by the applicant, the Technical Review Committee will issue a **Notice Of Additional Requirements (NOAR)**. The applicant shall have 180 days from issuance of the NOAR to submit requested items.
- 4) Staff will then schedule the project for a hearing with the **Whatcom County Hearing Examiner** for preliminary approval. Once the Hearing Examiner has issued approval the applicant must then complete all improvements (roads, utilities, etc.) and the the surveyor can begin to prepare the checkprints.

- 5) Prior to any land disturbance please contact a Critical Areas Specialist to determine whether a land use disturbance permit (LDP) is necessary. We advise you to wait until you receive preliminary approval before making application.
- 6) Please note: "Preliminary Approval" Does Not Constitute Authorization To Advertise, Sell Or Take Earnest Money On Any Of Your Proposed Lots.
- 7) 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)). Please see the **Final Long Subdivision Application** for submittal requirements.

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



David Stalheim
Director

J.E. "Sam" Ryan
Assistant Director

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: _____

Mailing Address: _____ City _____

State _____ Zip Code _____ Phone #() _____

Fax #() _____ Email _____

Agent/Representative Name: _____

Mailing Address: _____ City _____

State _____ Zip Code _____ Phone #() _____

Fax #() _____ Email _____

Owner's Name _____

Mailing Address: _____ City _____

State _____ Zip Code _____ Phone #() _____

Fax #() _____ 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 _____

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Preliminary Long Subdivision Supplemental Application

File #(s) _____

Project Name: _____

Surveyor Name: _____

Mailing Address: _____ City _____

State _____ Zip Code _____ Phone #() _____

Fax#() _____ Email _____

Site address: _____

Total Acreage Used For:

Lots: _____ Roads: _____ Open Space: _____ Other: _____

Percentage of Total Acreage Used For:

Lots: _____% Roads: _____% Open Space: _____% Other: _____%

Average lot size: _____ Maximum lot size: _____

Minimum lot frontage width: _____ Minimum lot depth: _____

Roads to be public: _____ or private: _____

Approximate road length: _____ Width: _____

Area in right-of-way: _____ Percentage of total: _____%

Number of lots: _____

Proposed use of lots: _____

Uses of surrounding properties:

North: _____

South: _____

East: _____

West: _____

Existing structures: _____

Area of proposed impervious surface: _____

Soil types: _____

Area in parks, reserve (open space) tracts: _____ Percentage of Total _____%

Flood Zone: _____

Deed attached? Yes No

Has the property been cleared under a Washington State Department of Natural Resources (DNR) Forest Practices Application (FPA) within the past 6 years?

Yes No

Do you intend to develop this Long Subdivision phases? Yes No

If yes, please attach the proposed phasing plan.

Indicate which lots, if any, will be eligible for accessory dwelling units.

Signature of Applicant

Date



Preliminary 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

Eleven (11) sets of the required information (listed below) shall be submitted. The Subdivision Administrator may require the applicant to submit the information in an electronic format, and may reduce the number of required sets if provided in an alternative format

- | | | |
|-------|---|-------|
| _____ | a) Completed application form | _____ |
| _____ | b) Name, address and phone number of owner(s), applicant, and contact person | _____ |
| _____ | c) Names, addresses and telephone numbers of the involved engineers, surveyors, and consultants | _____ |
| _____ | d) Intended uses | _____ |
| _____ | e) List of variances and waivers requested | _____ |
| _____ | f) Names and addresses of all persons, firms, and corporations holding legal interests in the land, such as easements, of which the applicant has knowledge | _____ |
| _____ | g) Assessor's parcel number (of the parent parcel) | _____ |
| _____ | h) List of names and addresses of owners of property within 300' of site's boundaries (based on the latest assessor's equalized tax roll) when within an urban growth area, or within 1,000 feet of site's boundaries when outside an urban growth area, together with corresponding parcel numbers and assessor's parcel map | _____ |
| _____ | i) Proposed covenants, conditions, and restrictions (CC&Rs) | _____ |
| _____ | j) SEPA checklist (Available on PDS website) | _____ |
| _____ | k) Preliminary Stormwater Proposal form (Available on Engineering website) | _____ |
| _____ | l) Preliminary Traffic & Concurrency Information form (Available on Engineering website) | _____ |
| | m) Land Disturbance Permit (Available on PDS website) | |

- n) Proposed utilities
- o) Critical area and soil reports, as specified in the applicable development standards. All reports shall be certified by qualified professionals experienced in the applicable field of science.
- p) An [Endangered Species Act \(ESA\) Checklist](#) will be required to be filled out and submitted for any development permit located within the following areas:
 - ◆ FEMA designated floodplain and/or floodway
 - ◆ Riparian Buffer Zone (RBZ) as described by the Department of Natural Resources 2007 stream typing system and WDFW's 1997 stream buffer guidelines
 - ◆ Channel Migration Zone (CMZ) plus 50' as identified according to Department of Ecology 2003

Please contact Critical Areas or Flood staff to determine if your property is located within any of the above noted areas.

- q) Net and gross lot size to determine minimum lot size and density requirements as required by the Zoning Ordinance
- r) Fees as specified in the Unified Fee Schedule

2. Map Data

- a) Applicable map size is 24" x 24" to 24" x 36"
- b) Date of revisions, if any
- c) Name of owner
- d) Name, address, and telephone number of the surveyor or consultant preparing the map proposal
- e) Name of proposed land division
- f) Names or numbers of any adjacent divisions
- g) General layout of proposed land division
- h) Approximate locations of existing utilities, infrastructure, roads, drainage and rights-of-way within 300' of the boundary of the proposed land division
- i) Vicinity map at a scale not less than 1" = 2,000'
- j) Common engineering scale (1"=100' or larger), sheet numbers, and north arrow
- k) Section, township, range, municipal and county lines in the vicinity
- l) Location of monuments and fences located by any boundary survey and the date of the survey
- m) General boundaries of the site with general dimensions shown, perimeter boundary marked with a bold line
- n) Legal description of the land being subdivided

- _____ o) Proposed access (including proposed improvements to on-site and off-site roadways) _____
- _____ p) Other proposed on-site or off-site utilities and facilities _____
- _____ q) The location and widths of all proposed roads, rights-of-way, and easements. _____
- _____ r) When appropriate, location of natural features, including bodies of water, natural drainage areas, regulated watershed boundaries, critical areas, and buffers _____
- _____ s) Location of buildings, and parking on-site or contiguous to the site _____
- _____ t) General location of existing and proposed facilities, sanitation, and water facilities, easements (where appropriate), landscaping, common areas, and phasing boundaries _____
- _____ u) General plans of proposed water distribution systems, sewage disposal systems, and drainage systems. The plans shall include system location and sizes, sources of water supply, location and size of storage reservoirs, location of drainage outlet, and other major features and shall be certified by a professional engineer. _____
- _____ v) Layout of proposed alleys, walkways, bicycle paths, and parcels to be dedicated or reserved for school, park, playground, well site or other use _____
- _____ w) Sequential numbers to all lots within subdivision and identify proposed phases _____
- _____ x) Location of critical areas, shorelines and base flood elevation, where applicable _____

3. Additional Information

- _____ a) Title report _____
- _____ b) Written narrative of how the proposed preliminary plat will meet development and/or level of service standards for:
 - _____ i. Water supply _____
 - _____ ii. Sewage disposal _____
 - _____ iii. Fire protection service _____
 - _____ iv. Public school system _____
- _____ c) Project areas _____
- _____ d) Area in lots, square feet, and percentage of total _____
- _____ e) Zoning designations and zone density _____
- _____ f) Number of lots _____
- _____ g) Average lot size, area, and maximum lot size _____
- _____ h) Area of streets, area in right-of-way, and percentage of total _____
- _____ i) Area of parks, open space, and percentage of total _____

- _____ j) Area of impervious surface proposed _____
- _____ k) Soil types and classifications _____
- _____ l) Utility service types and name of provider _____
- _____ m) School and fire district _____
- _____ n) Boundary survey, prepared and certified by a professional land surveyor _____
- _____ o) Additional reports as required at the pre-application meeting, prepared by qualified professionals, including but not limited to:
 - _____ i. Traffic impact analysis and concurrency study _____
 - _____ ii. Stormwater design report _____
 - _____ iii. Soils and/or geological report _____
 - _____ iv. Wetlands delineation and/or critical areas assessment report _____
 - _____ v. Soil testing results for pesticides for subdivisions on land historically used for raising row crops _____
- _____ p) Topographic map of sufficient contour interval, acceptable to the County Engineer or Subdivision Administrator, to show the topography of the land to be subdivided _____

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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: _____

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: ____ / ____ / ____

Application received by: _____

Date: _____

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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: _____