



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.

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 _____



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	
_____	a) Name, address and phone number of owner(s), applicant, and contact person	_____
_____	b) A separate map scaled at 1 inch = 400' for assignment of addresses	_____
_____	c) Lot closures for the parcel being subdivided, each lot, and any dedicated right-of-way	_____
_____	d) Title report issued no more than 60 days prior to final signature by the County Council Chair	_____
_____	e) Copies of covenants, conditions and restrictions (CC&Rs)	_____
_____	f) As-built drawings for road and drainage improvements	_____
_____	g) Fees as specified in the Unified Fee Schedule	_____
	2. Map Data	
_____	a) Final plat size is 24 inches x 24 inches	_____
_____	b) Name of owners	_____
_____	c) Name of proposed long subdivision	_____
_____	d) Section, township, range, and municipal and county lines within the vicinity	_____
_____	e) Common engineering map bar scale (1 inch = 100' or larger), north arrow, legend, and sheet numbers	_____
_____	f) Perimeter of the subdivision shall be depicted with heavier lines	_____
_____	g) File number of the preliminary plat	_____
_____	h) Existing and proposed street names	_____
_____	i) Legal description of the land being subdivided	_____
_____	j) All lot and tract areas	_____
_____	k) Vicinity map	_____

- _____ 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 _____

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Director

J.E. "Sam" Ryan
Assistant Director

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: _____

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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: _____