



## **Final Long Subdivision Application**

- 1) The applicant shall submit the final 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)). The final plat application is accepted digitally via email by sending all application materials to [epermits@co.whatcom.wa.us](mailto:epermits@co.whatcom.wa.us). Fees will be required 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) The mylar will be signed by the Director or his/her Designee. Once the mylar has been signed 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

Files: \_\_\_\_\_

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                   |

#### 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: \_\_\_\_\_

**NOTE: Fees will be assessed in accordance with the Whatcom County Unified Fee Schedule (UFS) in effect at the time of application submittal. Please contact Planning and Development Services to determine project specific fees. Click [here](#) to see the current UFS.**

**Per UFS 2843 all permits and applications are subject to a Technology fee. The fee is calculated on the permit/application fees due.**

Receipt #: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Total Fees: \_\_\_\_\_

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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## 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
	<b>1. Written and Other Data and Fees</b>	
<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"/>
	<b>2. Map Data</b>	
<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"/>
<input type="checkbox"/>	l) Names and numbers of any adjacent subdivisions, short subdivisions, and binding site plans	<input type="checkbox"/>

<input type="checkbox"/>	m) Complete bearings, lineal dimensions, radii, arcs, and central angel of all lines and curves of any lot or boundary lines within the subdivision	<input type="checkbox"/>
<input type="checkbox"/>	n) Location of permanent control monuments used as ties to establish boundary of subdivision, basis of bearing, and line held	<input type="checkbox"/>
<input type="checkbox"/>	o) Type and location of monuments and the date set	<input type="checkbox"/>
<input type="checkbox"/>	p) Sequential numbers of all lots in the subdivision, including all of its phases	<input type="checkbox"/>
<input type="checkbox"/>	q) Location and width of all easements shown as dashed lines, and a description of the purpose of the easement (including beneficiary)	<input type="checkbox"/>
<input type="checkbox"/>	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	<input type="checkbox"/>
<input type="checkbox"/>	s) Location, width, geometry, centerline, and names of all roads within and adjoining the subdivision	<input type="checkbox"/>
<input type="checkbox"/>	t) Roads not dedicated to the public must be clearly marked	<input type="checkbox"/>
<input type="checkbox"/>	u) A reference to any covenants, conditions and restrictions (CC&Rs)	<input type="checkbox"/>
<input type="checkbox"/>	v) Dedication and declaration signature block	<input type="checkbox"/>
<input type="checkbox"/>	w) Acknowledgement blocks	<input type="checkbox"/>
<input type="checkbox"/>	x) Land surveyor's certificate, signature block and seal	<input type="checkbox"/>
<input type="checkbox"/>	y) County Engineer's certificate	<input type="checkbox"/>
<input type="checkbox"/>	z) County Health and Human Services Department certificate	<input type="checkbox"/>
<input type="checkbox"/>	aa) County Treasurer's certificate	<input type="checkbox"/>
<input type="checkbox"/>	bb) County Council's certificate	<input type="checkbox"/>
<input type="checkbox"/>	cc) County Auditor's certificate	<input type="checkbox"/>
<input type="checkbox"/>	dd) Land surveyor notes	<input type="checkbox"/>
<input type="checkbox"/>	ee) Addresses as assigned by the county	<input type="checkbox"/>

**WHATCOM COUNTY**  
Planning & Development Services  
5280 Northwest Drive,  
Bellingham, WA 98226-9097  
360-778-5900, TTY 800-833-6384  
360-778-5901 Fax



**Mark Personius, AICP**  
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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
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: \_\_\_\_\_



### Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form and have it notarized, which will provide authorization for a designated agent to apply for permits on your behalf.

I/we, \_\_\_\_\_, the owner(s) of the subject property, understand that by completing this form I/we hereby authorize \_\_\_\_\_ to act as my/our agent. I/we understand that said agent will be authorized to submit applications on my behalf, and that any fees associated with submitted applications are due to me and not to the said agent. I/we also understand that once an application has been submitted that all future correspondence will be directed to the agent.

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Parcel Number

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
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 \_\_\_\_\_