



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 all requirements outlined in the pre-application meeting, contact the planner who processed your pre-application to schedule a time for submittal of the preliminary long subdivision application. Applications are accepted digitally via email by sending all application materials to epermits@co.whatcom.wa.us. Once the application has been received a planner will be assigned and you will be contacted with the project number and applicable fees. If you are unable to submit digitally, please call (360) 778-5900 in order to arrange a mail submittal. The application will be 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 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.



Preliminary
Long Subdivision Application

Files: _____

Applicant

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Agent/Contact

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Owner Name

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Surveyor

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Parcel Information

Tax Parcel Number(s) (APN) _____

Legal Description: Lot _____ Block _____ Div _____ Plat _____

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

Site Address _____

Location in Common Language _____

Parcel Total Acreage _____

Number of lots _____

Average lot size _____

Maximum lot size _____

Minimum lot frontage width _____

Minimum lot depth _____

Proposed use of lots:

	Lots	Roads	Open Space	Other
Total Acreage Used For:				
Percentage of Total Acreage Used For:	%	%	%	%

Roads to be public _____

or private _____

Approximate road length _____

Width _____

Area in right-of-way _____

Percentage of total _____%

Uses of surrounding properties:

North: _____

South: _____

East: _____

West: _____

Existing structures:

Area of proposed impervious surface:

Does the Owner of this Property Own any Contiguous Property? Yes No

Zoning Designation _____ Comp Plan Designation _____

Subarea _____ Shoreline Yes No

Deed attached: Yes No

Property interest of the applicant: Purchaser Lessee Other _____

Watershed Protection Overlay District Yes No

Washington State Highway Yes No Pipeline within 600' Yes No

Stormwater Special District Yes No Flood Zone Yes No

Agriculture Protection Overlay (APO) Yes No (If Yes: Soils Taxation Both)

Fire District _____ School District _____

Water source: Well District/Association _____

Sewage Disposal: Septic Sewer _____

Nearest Public Road _____ R.O.W. Width _____

Private Easement Length _____ R.O.W. Width _____

Existing Restrictions and Covenants _____

Proposed Restrictions and Covenants _____

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.

Technical Committee Meeting Date (Assigned by PDS) _____

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.

Fee Receipt# _____ Date Paid _____

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



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	
<input type="checkbox"/>	a) Completed application form	<input type="checkbox"/>
<input type="checkbox"/>	b) Name, address and phone number of owner(s), applicant, and contact person	<input type="checkbox"/>
<input type="checkbox"/>	c) Names, addresses and telephone numbers of the involved engineers, surveyors, and consultants	<input type="checkbox"/>
<input type="checkbox"/>	d) Intended uses	<input type="checkbox"/>
<input type="checkbox"/>	e) List of variances and waivers requested	<input type="checkbox"/>
<input type="checkbox"/>	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	<input type="checkbox"/>
<input type="checkbox"/>	g) Assessor's parcel number (of the parent parcel)	<input type="checkbox"/>
<input type="checkbox"/>	h) Proposed covenants, conditions, and restrictions (CC&Rs)	<input type="checkbox"/>
<input type="checkbox"/>	i) SEPA checklist (Available on PDS website)	<input type="checkbox"/>
<input type="checkbox"/>	j) Preliminary Stormwater Proposal form	<input type="checkbox"/>
<input type="checkbox"/>	k) Preliminary Traffic & Concurrency Information form	<input type="checkbox"/>
<input type="checkbox"/>	l) Land Disturbance Permit	<input type="checkbox"/>
<input type="checkbox"/>	m) Proposed utilities	<input type="checkbox"/>
<input type="checkbox"/>	n) 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.	<input type="checkbox"/>
<input type="checkbox"/>	o) Net and gross lot size to determine minimum lot size and density requirements as required by the Zoning Ordinance	<input type="checkbox"/>
<input type="checkbox"/>	p) Completed Lot of Record (LOR) Application - For each lot involved.	
<input type="checkbox"/>	i. A current title report or update of title report issued no more than 60 calendar days prior to application	<input type="checkbox"/>
	ii. Complete Deed History provided by Title Company	
	iii. Color-coded map	

2. Map Data

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | a) Applicable map size is 24" x 24" to 24" x 36" | <input type="checkbox"/> |
| <input type="checkbox"/> | b) Date of revisions, if any | <input type="checkbox"/> |
| <input type="checkbox"/> | c) Name of owner | <input type="checkbox"/> |
| <input type="checkbox"/> | d) Name, address, and telephone number of the surveyor or consultant preparing the map proposal | <input type="checkbox"/> |
| <input type="checkbox"/> | e) Name of proposed land division | <input type="checkbox"/> |
| <input type="checkbox"/> | f) Names or numbers of any adjacent divisions | <input type="checkbox"/> |
| <input type="checkbox"/> | g) General layout of proposed land division | <input type="checkbox"/> |
| <input type="checkbox"/> | h) Approximate locations of existing utilities, infrastructure, roads, drainage and rights-of-way within 300' of the boundary of the proposed land division | <input type="checkbox"/> |
| <input type="checkbox"/> | i) Vicinity map at a scale not less than 1" = 2,000' | <input type="checkbox"/> |
| <input type="checkbox"/> | j) Common engineering scale (1"=100' or larger), sheet numbers, and north arrow | <input type="checkbox"/> |
| <input type="checkbox"/> | k) Section, township, range, municipal and county lines in the vicinity | <input type="checkbox"/> |
| <input type="checkbox"/> | l) Location of monuments and fences located by any boundary survey and the date of the survey | <input type="checkbox"/> |
| <input type="checkbox"/> | m) General boundaries of the site with general dimensions shown, perimeter boundary marked with a bold line | <input type="checkbox"/> |
| <input type="checkbox"/> | n) Legal description of the land being subdivided | <input type="checkbox"/> |
| <input type="checkbox"/> | o) Proposed access (including proposed improvements to on-site and off-site roadways) | <input type="checkbox"/> |
| <input type="checkbox"/> | p) Other proposed on-site or off-site utilities and facilities | <input type="checkbox"/> |
| <input type="checkbox"/> | q) The location and widths of all proposed roads, rights-of-way, and easements. | <input type="checkbox"/> |
| <input type="checkbox"/> | r) When appropriate, location of natural features, including bodies of water, natural drainage areas, regulated watershed boundaries, critical areas, and buffers | <input type="checkbox"/> |
| <input type="checkbox"/> | s) Location of buildings, and parking on-site or contiguous to the site | <input type="checkbox"/> |
| <input type="checkbox"/> | t) General location of existing and proposed facilities, sanitation, and water facilities, easements (where appropriate), landscaping, common areas, and phasing boundaries | <input type="checkbox"/> |
| <input type="checkbox"/> | 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. | <input type="checkbox"/> |
| <input type="checkbox"/> | v) Layout of proposed alleys, walkways, bicycle paths, and parcels to be dedicated or reserved for school, park, playground, well site or other use | <input type="checkbox"/> |

- 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

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 Owner

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: ____/____/____

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

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 hereby authorize _____ to act as my agent. I 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 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 Public Signature

Notary Public Printed Name

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: ____/____/____

Application received by _____

Date _____