



Subdivision Exemption Application

- 1) Subdivision Exemption approval by Whatcom County Planning and Development Services (PDS) is **REQUIRED** under the following circumstances:
 - Divisions of land into lots or tracts none of which are smaller than 20 acres or 1/32 of a section of land and not containing a dedication (WCC 21.01.040(2)(b)).
 - Divisions of land for environmental mitigation, conservation or restoration (WCC 21.01.040(2)(k)).
- 2) After you have completed all applicable application materials you may submit 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. You can pay for your permit by the following options:
 - Credit or Debit Card. Call 360-778-5900 to arrange payment. (there is a 2.35% transaction fee on credit cards, \$1.00 for debit cards.) Please have your permit number ready for the cashier.
 - Mail a check payable to Whatcom County Planning to 5280 Northwest Drive, Bellingham WA 98226. (please include your permit number on the check)

If you are unable to submit digitally, please call (360) 778-5900 in order to arrange a mail submittal.

Subdivision Exemption Processing Sequence

- 1) Once the application and fees are submitted, staff will review the project, and if determined to be complete a Determination of Completeness will be issued to the applicant. In addition, the project will be routed to the **TECHNICAL REVIEW COMMITTEE** (engineering, critical areas, shorelines, and the Health Department), as applicable.
- 2) When the basic requirements of WCC 21.03.040 appear to be reasonably satisfied, the Technical Review Committee will issue a **NOTICE OF PRELIMINARY APPROVAL** pursuant to WCC 21.03.030. This authorizes you to prepare your deed and/or maps.
- 3) If 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) An exempt land division is not considered approved until the instrument of conveyance or deed has been stamped as exempt by Whatcom County PDS **AND** is filed for record with the Whatcom County Auditor. The instrument of conveyance or deed must be stamped and recorded within **TWELVE MONTHS** of pre-approval by the Whatcom County PDS.



Subdivision Exemption Application

File #EXE _____ Date _____

Applicant

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Contact Person

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Property Owner(s)

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Type of Exemption (WCC 21.03.020): _____

Intended Use(s): Residential Agriculture Other _____

If other, please describe:

Parent Parcel Info

Assessor's Parcel (Tax) Number _____

Parcel Address _____ Parcel Size _____

Number of Dwelling Units on the Property _____

Within 1/2 mile of AG/CF Zone or operating farm? Yes No

Within 1/2 mile of Forestry Zone? Yes No

Within 300 ft. of Mineral Resource Land (MRL)? Yes No

Subject to State DNR 6-Yr. development moratorium? Yes No

New Parcels Being Created

1. Size: _____ Approximate Dimensions _____ x _____

2. Size: _____ Approximate Dimensions _____ x _____

3. Size: _____ Approximate Dimensions _____ x _____

4. Size: _____ Approximate Dimensions _____ x _____

Applicant Checklist

Please Attach of Map Data which Includes the Following
Unless Otherwise Stated.

PDS Checklist

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | 1. Name of Landowner(s) | <input type="checkbox"/> |
| <input type="checkbox"/> | 2. Name of proposed land division (if an original drawing is prepared) | <input type="checkbox"/> |
| <input type="checkbox"/> | 3. General layout of proposed land division | <input type="checkbox"/> |
| <input type="checkbox"/> | 4. Common language description of the general location of the land division | <input type="checkbox"/> |
| <input type="checkbox"/> | 5. Approximate location and names of existing roads as either public or private | <input type="checkbox"/> |
| <input type="checkbox"/> | 6. Vicinity Map | <input type="checkbox"/> |
| <input type="checkbox"/> | 7. Common engineering map scale/north arrow/sheet numbers (on each sheet containing a map) | <input type="checkbox"/> |
| <input type="checkbox"/> | 8. Section, township, range, and municipal and county lines in the vicinity | <input type="checkbox"/> |
| <input type="checkbox"/> | 9. General boundaries of the site with general dimensions shown | <input type="checkbox"/> |
| <input type="checkbox"/> | 10. Legal description of the land | <input type="checkbox"/> |
| <input type="checkbox"/> | 11. Subdivision Guarantee (Plat Certificate) | <input type="checkbox"/> |
| <input type="checkbox"/> | 12. Lot of Record Application with supplemental full deed history | <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, and that the list of surrounding property owners is complete and current.

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: ____/____/____



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 _____