



## Permit Center

210 Lottie Street, Bellingham, WA 98225

Phone: (360) 778-8300 Fax: (360) 778-8301 TTY: (360) 778-8382

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# Pre-Application Conference

## ***What is a pre-application conference?***

A pre-application conference allows you to get feedback and direction from city staff on your development concept at the schematic design phase, before a formal application is submitted. The goal is to help you develop a complete application and a project design that is consistent with the City of Bellingham's regulations.

## ***What kinds of projects require a pre-application conference?***

Although anyone can apply for a pre-application conference, a conference is *required* for projects that need one or more of the following approvals unless a written waiver is granted by the Planning Director:

- Preliminary Plat (10 or more lots);
- General binding site plans;
- Planned development and institutional site plans;
- Shoreline substantial development permits, conditional uses and variances;
- Design review (excluding Type I);
- Co-housing;
- Conditional use (excluding bed-and-breakfast and single family residential uses that do not exceed the thresholds for building and grading applications as listed below);
- Rezones and site specific comprehensive plan amendments;
- Institutional master plans (including essential public facilities reviewed under the IMP process);
- Critical area permit (excluding Type I);
- Demonstration housing;
- Preliminary short plat requiring a critical area permit;
  
- Building or grading applications for projects that include any of the following situations:
  - Required land use permits have not been completed;
  - Required SEPA environmental review has not been completed;
  - Over 5000 sq. ft. of new or replaced impervious surface;
  - Disturbance of more than 1 acre of land;
  - Public street or public utility construction, or
  - Construction of more than 1 primary building on a lot or any building that is 4 stories or more;
  - Any project that the Planning Director determines to be similar in nature to those listed above.

### ***Who attends the conference?***

Depending on the nature of your proposal, staff from Public Works, Stormwater, Planning, Fire, and Building Services and Parks will attend the conference. Your representatives may include an architect, engineer, landscape architect and/or other specialists involved in your proposal.

### ***What will the conference cover?***

- Required permits, approvals and fees
- Known impact fees and connection charges
- Typical project review timelines
- Relevant policies and design criteria
- An overview of applicable regulations
- Fatal flaws—e.g., obvious conflicts with codes, policies, or city plans
- Answers to any questions presented by the applicant(s)
- Recently adopted or anticipated changes to codes and policies
- Known site constraints
- Known plans that may affect the project, such as road widening and trail construction.

### ***What are the limitations of the conference?***

The feedback you will receive from the city is *directly related to the level of detail provided for discussion*. Due to the preliminary nature of your design, certain relevant project details may not be known or anticipated at the time of the conference.

Accordingly, the conference *cannot* provide:

- A detailed plan review. The plan review will occur once a complete formal application is filed.
- Approval, acceptance or vesting of a proposal.
- Training in city or building codes. You are responsible for getting the appropriate information and employing specialists or consultants to act on your behalf.

### ***What happens after the pre-application conference?***

After the conference city staff will prepare written comments and email them to you, typically within a week of the conference. These comments will act as an intake checklist when you submit your application. If you change the scope of work or if a permit application is not submitted within one year a new pre-application conference or written waiver is required.

### ***How do I schedule a conference and when are conferences?***

Applications for the conference are accepted at the Permit Center. Conferences are currently scheduled for **Tuesdays at 8:30 AM and 10:00 AM**.

Contact a Permit Technician to determine the next available time for your project.

### ***What type of information do I need to provide to schedule a conference?***

The checklist on the following page details recommended information that should be provided in order to schedule a conference.

Please provide:

- One complete PDF version of plans, supplemental documents shall be submitted in PDF format and saved as individually-named PDF files separate from the drawing files via email, a CD, flash drive or an FTP website: Please see the [Electronic Submittal Requirements](#) handout for more information.

# Pre-Application Conference Checklist of Submittal Requirements based on project type:

## FOR LAND USE PROJECTS:

For Preliminary plats, General binding site plans, Planned development and institutional site plans, Shoreline substantial development permits, Conditional uses and Variances, Rezones, site specific Comprehensive plan amendments, Institutional master plans, Critical area permits, Preliminary short plats that require a Critical areas permit:

- Pre-Application Conference Request
- Filing Fee
- Project Plans, including vicinity map with site location shown.
- Project narrative and specific questions for staff response\* (Required)**
- Critical Areas Information (when applicable) including wetland delineation report
- Existing and Proposed Site Plans (include property lines, easements, recorded restrictions, utilities, storm water facilities, streets, access, structures, vegetation, parking and loading, contours, open space)
- Preliminary storm water report

## FOR BUILDING PROJECTS OR BUILDING/LAND USE COMBINATION PROJECTS:

For applications that include proposed building(s) with any land use permits or SEPA that have not been completed, over 5000sq ft of new or replaced impervious surfaces, disturbance of more than 1 acre of land, public street or public utility construction or construction of more than 1 preliminary building on a lot or any building that is 4 stories or more:

- All of the above listed required information and;**
- Number, type and density of dwelling units
- Show location, square footages, height, and uses of all spaces, floors and structures (existing and proposed). Include decks, patios, retaining walls and rockeries that are more than 30" in height
- List all proposed occupancy classifications, floor areas, number of stories, building height, construction type(s) and fire sprinkler/alarm information
- Label all distances between property lines, existing and proposed buildings
- Show garbage collection areas
- Provide elevations
- Do you or your business have a sewer discharge that needs permitting per 40 CFR 403?  
Yes  No 
  - The 40 CFR 403 is the federal regulation which requires specific industries to have permits for their discharge to sewer. Applicable industries are those with an average flow of over 25,000 gal/day and/or those with an NAIC code which makes them a federally defined "categorical industry" as detailed in 40 CFR chapter I, subchapter N, Parts 405–471. A Water Quality Specialist can help in determination of applicability based on your NAIC code (360) 778-7870.

*\*Please note, response from staff is based on the level of detail provided in the application and specific questions submitted by the applicant. The more detailed information you provide, the more complete a review staff can perform.*



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## Pre-Application Conference Request

*See Pre-Application Conference informational packet for complete submittal requirements and instructions for scheduling a pre-application conference.*

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### Property Information

**Site Address**

(use block range if unassigned) \_\_\_\_\_

**Parcel Number(s)** \_\_\_\_\_

**Legal Description(s)** \_\_\_\_\_

**Neighborhood, Area #** \_\_\_\_\_

**Zoning** \_\_\_\_\_

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### Project Information

**Description of work** \_\_\_\_\_

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**Is this conference:**    Required    Voluntary

**Please select reason for conference (check all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> Preliminary Plat (10 or more lots);<br><input type="checkbox"/> General binding site plans;<br><input type="checkbox"/> Planned development and institutional site plans;<br><input type="checkbox"/> Shoreline substantial development permits, conditional uses and variances;<br><input type="checkbox"/> Design review (excluding Type I);<br><input type="checkbox"/> Co-housing;<br><input type="checkbox"/> Conditional use (excluding bed-and-breakfast and single family residential uses that do not exceed the thresholds for building and grading applications as listed below);<br><input type="checkbox"/> Rezoning and site specific comprehensive plan amendments;<br><input type="checkbox"/> Institutional master plans (including essential public facilities reviewed under the IMP process);<br><input type="checkbox"/> Critical area permit (excluding Type I); | <input type="checkbox"/> Demonstration housing;<br><input type="checkbox"/> Preliminary short plat requiring a critical area permit;<br><input type="checkbox"/> Building or grading applications for projects that include any of the following situations:<br><input type="checkbox"/> Required land use permits have not been completed;<br><input type="checkbox"/> Required SEPA environmental review has not been completed;<br><input type="checkbox"/> Over 5000 sq. ft. of new or replaced impervious surface;<br><input type="checkbox"/> Disturbance of more than 1 acre of land;<br><input type="checkbox"/> Public street or public utility construction, or<br><input type="checkbox"/> Construction of more than 1 primary building on a lot or any building that is 4 stories or more;<br><input type="checkbox"/> Any project that the Planning Director determines to be similar in nature to those listed above. |
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**Number of people that you will have attending the meeting:** \_\_\_\_\_

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**Building Information, If applicable**

Residential, # of Dwelling Units \_\_\_\_\_

Commercial     Other Use Type \_\_\_\_\_

Occupancy Classification(s) \_\_\_\_\_

Construction Type \_\_\_\_\_

Building Height (if new/increased) \_\_\_\_\_

# of Stories \_\_\_\_\_

Basement?     Yes     No

If yes, is it finished?     Yes     No

Floor Area Existing \_\_\_\_\_

New \_\_\_\_\_

Area affected, if remodel \_\_\_\_\_

Fire sprinkler?     Yes, existing     Yes, proposed     No

If yes, is it     Voluntary     Required

Fire alarm?     Yes, existing     Yes, proposed     No

If yes, is it     Voluntary     Required

Sewer     Existing     New     N/A

Septic     Existing     New     N/A

Water     Existing     New

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**People Information** complete as many entries as necessary to **indicate all responsible parties:** owner, applicant, contractor, design professional, engineer, tenant, etc.

**Check all that apply**     Applicant\*     Owner     Contractor     Other \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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**Check all that apply**     Applicant\*     Owner     Contractor     Other \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

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Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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**Check all that apply**     Applicant\*     Owner     Contractor     Other \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

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State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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I hereby acknowledge I have read this application and state the information is correct, and agree to comply with all City ordinances and State laws regulating activities covered by this application. I understand that this form is being submitted electronically and my typed name on the signature line will qualify as my signature for purposes of the above certification.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

City and State where this application is signed \_\_\_\_\_