



Permit Center

210 Lottie Street, Bellingham, WA 98225

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

Email: permits@cob.org Web: www.cob.org/permits

Land Use Application

Check all permits you are applying for in the boxes provided. Submit this application form, the applicable materials listed in the corresponding permit application packet(s) and application fee payment.

<input type="checkbox"/> Accessory Dwelling Unit <input type="checkbox"/> Binding Site Plan <input type="checkbox"/> Clearing Permit <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Critical Area Permit <input type="checkbox"/> Minor Critical Area Permit <input type="checkbox"/> Design Review <input type="checkbox"/> Grading Permit <input type="checkbox"/> Home Occupation <input type="checkbox"/> Institutional <input type="checkbox"/> Interpretation <input type="checkbox"/> Landmark – Historic Certificate of Alteration <input type="checkbox"/> Legal Lot Determination <input type="checkbox"/> Nonconforming Use Certificate	<input type="checkbox"/> Parking Adjustment Application <input type="checkbox"/> Planned Development <input type="checkbox"/> Rezone <input type="checkbox"/> SEPA <input type="checkbox"/> Shoreline Permit <input type="checkbox"/> Shoreline Exemption <input type="checkbox"/> Subdivision-Short Plat/Lot Line Adjustment <input type="checkbox"/> Subdivision-Preliminary Plat <input type="checkbox"/> Subdivision-Final Plat <input type="checkbox"/> Variance <input type="checkbox"/> Wireless Communication <input type="checkbox"/> Zoning Compliance Letter <input type="checkbox"/> Other: _____	Office Use Only Date Rcvd: _____ Case #: _____ Process Type: _____ Neighborhood: _____ Area Number: _____ Zone: _____ Pre-App. Meeting: _____ Concurrency: _____
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Project Information

Project Address _____ Zip Code _____

Tax Assessor Parcel Number (s) _____

Project Description _____

Applicant / Agent

☐ Primary Contact for Applicant

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Owner (s)

☐ Applicant

☐ Primary Contact for Applicant

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Property Owner(s)

I am the owner of the property described above or am authorized by the owner to sign and submit this application. I grant permission for the City staff and agents to enter onto the subject property at any reasonable time to consider the merits of the application and post public notice. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete and correct.

I also acknowledge that by signing this application I am the responsible party to receive all correspondence from the City regarding this project including, but not limited to, expiration notifications. If I, at any point during the review or inspection process, am no longer the Applicant for this project, it is my responsibility to update this information with the City in writing in a timely manner.

Signature by Owner/Applicant/Agent _____, Date _____

City and State where this application is signed: _____, _____
City State



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DESIGN GUIDANCE **MEETING** **(Optional)**

Applicability: The applicant may request a meeting with the Design Review Board, prior to design review application submittal (Design Guidance), as described in subsection [BMC 21.10.110\(C\)](#).

Purpose: Optional meetings with the Design Review Board are intended to provide guidance to an applicant prior to application submittal. The Design Review Board reviews requested departures from design standards and provides guidance to the applicant and/or a recommendation to staff.

Schedule: Design Review Board (DRB) meetings are generally scheduled the 1st and 3rd Tuesdays of the month at 3:00 p.m. Your meeting will be scheduled upon confirmation of a complete EDG application based on the submittal requirements below.

SUBMITTAL CHECKLIST (The following are submittal requirements that shall be prepared and submitted in electronic format as a .pdf document that conforms to the provisions of Chapters 17.90 and 20.25 BMC as amended, unless otherwise determined by the City):

- ☐ Completed [Land Use Cover Sheet](#)
- ☐ Neighborhood meeting notes and responses
- ☐ Filing fee. This fee is credited to the application fee if application is made within 6 months of the pre-application meeting.
- ☐ Mailing list and labels for each property owner within a 500 ft. radius of the exterior boundary of the subject property
- ☐ Design Guidance packet

Design Guidance packet, including the following information:

- ☐ Cover page with project address, name and description and applicant team information
- ☐ Table of contents (optional but recommended for larger projects)
- ☐ Vicinity map(s) and/or aerial photo(s) within 3 blocks of the property. Label streets, surrounding uses, zoning, public spaces, landmarks, transit routes/stops and pedestrian routes.
- ☐ Photos of the neighborhood context. Include the subject property and adjacent buildings as well as any landmark buildings in the vicinity of the project (e.g. historic, notable architecture, public/community/cultural facilities, etc.)
- ☐ Streetscape cross section photos of the block and facing block, with callouts of relevant datum lines, parcel/siting pattern, fenestration patterns, roof forms, etc.
- ☐ Existing site plan, including property lines, adjacent street names, topography, existing vegetation (including street trees and significant trees), location of surrounding buildings within 30-feet of the property line, utility lines, existing curb cuts, right-of-way width and footprint(s) of existing building(s).
- ☐ Response to required design standards.
- ☐ Narrative detailing requested departure(s) and responses to departure criteria.
- ☐ Images supporting any requested departures from the design standards (e.g. showing design concept with and without the departure).
- ☐ Proposed site plan.
- ☐ Architectural plans that include the following:
 - ☐ Building elevations showing:
 - All facades with shadowing to modulation of walls and roof forms.
 - Door and window treatments.
 - Awnings.
 - Artwork
 - Exterior lighting
 - Building materials
 - Type of window glazing
 - Mechanical equipment and screening methods
 - Colors, etc.
 - ☐ Perspective drawings, color rendering or other three-dimensional representations to adequately illustrate the proposal.
 - ☐ Dimensioned floor plans with uses labeled, including structured parking.