



City of Bellingham Special Tax Valuation Application Checklist

To create a complete application, please submit the following:

- Signed Whatcom County Assessor Application (before October 1st)**
- City of Bellingham Land Use Application**
- Legal Description of the historic property**
- Notarized Affidavit** attesting to the actual cost of the rehabilitation work, and the period during which the work was performed (reference Assessor Application)
- Application Fee**

- Architectural plans, permit(s) and/or drawings** illustrating completed rehabilitation work
- Description of alterations made to the building** (can be illustrated in conjunction with building plans and photos)
- Photos** of the building before and after improvements
 - Include interior and/or exterior photos, as applicable. You may create a presentation incorporating the architectural plans and or permits to illustrate the work.
 - Illustrate / describe how the project has not adversely affected the historically significant elements of the building. Refer to the Washington State Advisory Council's *Standards for the Rehabilitation and Maintenance of Historic Properties*.
- Documentation of the actual cost of rehabilitation**
 - Calculate the actual cost of the rehabilitation work for expenses incurred for improvements or work elements completed before the date of application. Include paid invoices and/or receipts, and create a list identifying what was paid for.

- AS APPLICABLE, submit a Certification of Alteration (CoA)**
 - *If the building is listed in the Bellingham Register of Historic Places or is a contributing building in a Bellingham Local Historic District, provide an approved CoA*