



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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BINDING SITE PLAN – SPECIFIC
SUBMITTAL REQUIREMENTS (Process Type I)

(PLEASE PRINT CLEARLY OR TYPE IN BLUE OR BLACK INK)

Pre-Application Steps:

- Pre-Application conference or waiver
- Pre-Application neighborhood meeting or waiver
- Transportation concurrency certificate, if applicable

Application Requirements:

- A completed Land Use Application form
- All of the materials and information required by this form
- SEPA Checklist, if applicable
- Application fee payment
- Transportation Concurrency Certificate, if applicable
- Mailing list and labels for 500 foot radius

Project Data:

1. Proposed Binding Site Plan Name _____
2. Address of Subject Property _____
3. Nearest Intersection _____
4. Total Site Ares (in acres) _____
5. Legal Description of Property _____

Licensed Land Surveyor Information

(NOTE: All binding site plans must be prepared by a licensed land surveyor.)

6. Firm Name _____
7. Firm Address _____

BMC 18.24

BMC 18.24.050 - Specific Binding Site Plan Submission Requirements

- A. Each specific binding site plan shall include a map prepared by a licensed civil engineer or land surveyor based on a complete survey. The applicant shall submit 5 copies of the specific binding site plan, or more upon request by the City, which clearly shows all items set forth below:
1. An accurate and complete legal description with area in acres together with a plat certificate or subdivision guarantee dated within 7 days of the preliminary plat submittal. Copies of all deeds and easements referred to in the plat certificate shall be furnished with the submittal. The horizontal scale of the plan shall be at least 1" = 100', but not larger than 1" = 20'. The size of each sheet shall be 18" x 24". A borderline shall be drawn around each sheet, with a blank margin of one inch on each edge. Each specific binding site plan shall have a distinct name, and a number assigned by the City. The map shall also include the boundaries of the subject general binding site plan and names or numbers of adjacent divisions;
 2. The name, address, and telephone number of the owner and the professional preparing the plan;
 3. The location of all monuments or other evidence including data for all supplemental control points used to establish parcel boundaries and the location of all permanent control monuments found and established at the controlling corners of each parcel;
 4. The topography of the site at 5' contour intervals (based on City datum) and identification of the existing drainage pattern;
 5. All existing and proposed rights-of-way, easements, utilities, and other existing public improvements. Proper street names, and right-of-way widths and adjacent block lines shall be shown. If street dedications, or additional right-of-way purchases have been made after the original general binding site plan filing date, the Auditor's File Number of Deed Number shall be shown in the area of the affected street right-of-way. If the binding site plan includes a portion of a vacated street, the City Vacation Ordinance Number shall be shown within the vacated portion of the street;
 6. The location and dimension of all existing and proposed common areas and a description of the purpose thereof;
 7. All parcels of land intended to be dedicated or reserved for public use, proposed public and/or private streets and open spaces;
 8. A statement on the face of the map that requires all construction to conform with the requirements of the general binding site plan contract;
 9. Certification that the specific binding site plan is a true and correct representation of the land actually surveyed, and that permanent control monuments have been established at each controlling corner of the parcel;
 10. The Auditor's file number of the applicable general binding site plan.

- B. In addition to the map or maps, every application for specific binding site plan shall include the following information:
1. A general stormwater management plan including but not limited to:
 - a. Stormwater quality and quantity management;
 - b. Erosion and sedimentation control.
 2. A completed Environmental (SEPA) Checklist as supplied by the Department of Planning and Community Development if required under the provisions of a phased SEPA review process initiated in the review of the general binding site plan or by State and/or City of Bellingham SEPA ordinances;
 3. Attachment of covenants, limitations and conditions. A copy of any and all covenants, limitations and conditions, which are drafted in conjunction with, or as a result of a binding site plan, shall accompany the binding site plan. Said covenants, limitations and conditions shall either be shown on the face of the plan, or shall be recorded at the County Auditor's Office with the binding site plan.

18.24.060 - Specific Binding Site Plan Review Procedure

- A. The purpose of the specific binding site plan is to provide an expeditious staff review of site plan divisions; ensure appropriate conditions and requirements have been met; and provide proper recording of divisions for sale or transfer. No occupancy permit or use of the parcel or lease area(s) being created by a specific binding site plan shall be issued or allowed until all necessary improvements and requirements as specified by this title and the general binding site plan contract have been met. Unless modified by a time limit extension request or condition by previous permit, the first specific binding site plan shall be filed within 5 years of the date of the general binding site plan contract or the binding site plan will expire.
- B. **Technical Review Committee:** Upon receipt of a complete specific binding site plan application, the Technical Review Committee consisting of the Planning and Community Development Director as Chairman, Public Works Director, Fire Chief, Parks Director, Police Chief, Building Official, or an authorized representative of each, shall conduct an informal meeting with the developer(s) for the purpose of reviewing and pointing out what, if any, corrections, additions, deletions, etc., should be made to the site plan. The recommendation of the Technical Review Committee shall be forwarded to the applicant(s).
- C. Upon compliance with all necessary requirements, the specific binding site plan shall be signed by the property owners and others identified in Section .070 below. Once properly signed, the specific binding site plan shall be filed for record with the Whatcom County Auditor's Office.
- D. Within 10 days of approval of the specific binding site plan by the Planning Director, a notice of decision shall be mailed to the applicant and to any other person who requested notice of the decision. The notice of decision shall contain the procedures for administrative appeal.

18.24.070 - Certifications And Dedications

The following certificates and information shall appear on every binding site plan:

A. Land Surveyor Certification

I hereby certify that this binding site plan was prepared under my direction, and is based upon an actual field survey at the request of _____ on _____, 20__; that the technical data is correctly shown thereon; and that all required monuments and/or parcel corner markers will be set at the designated points shown on the plan prior to issuance of any and all building permits.

(Seal to be affixed) _____ (Name printed) P.L.S. Number

B. Public Works Department

I hereby certify that this binding site plan has been examined and that all of the requirements and conditions of the Technical Review Committee have been provided for and is hereby approved by the Department of Public Works this _____ day of _____, 20____.

Public Works, Bellingham

C. Planning and Community Development Department

I hereby certify that this binding site plan has been examined for conformance with applicable State statutes and City ordinances together with a review of the technical information shown thereon and is hereby approved by the Planning and Community Development Department this _____ day of _____, 20____.

Planning & Community Development Department,
Bellingham

D. Covenants, Limitations and Conditions

All parcels within this binding site plan are subject to the restrictive covenants, limitations and conditions as recorded in Whatcom County Auditor's Office, Volume ____ of _____, at page ____.

E. County Auditor's Certificate

I hereby certify that this binding site plan was filed for record in the office of the Auditor of Whatcom County, Washington, at the request of _____ on this _____ day of _____, 20____, in Volume _____ of Short Plats at page _____, Whatcom County records.

Auditor, Whatcom County, Washington

(In addition, the following certification is required:

I, _____, Treasurer of Whatcom County, WA, do hereby certify that all taxes required by law to be paid upon that portion of real estate embraced within this plat of _____ and all delinquent assessments have been fully paid as shown in the records of my office this _____ day of _____, 20____.

Treasurer, Whatcom County, WA

F. Copies Required

In accordance with State statutes and regulations of this ordinance, the land surveyor shall, at no cost to the City, furnish the Planning and Community Development Department with one permanent Mylar original of the recorded binding site plan the same day as recording. The land surveyor shall also furnish one reduced vellum or Mylar copy of the binding site plan at a scale ration of 1:2400 (1" = 200').

18.24.080 - Infrastructure Improvements

It is the intent of this section to allow the required infrastructure improvements to be installed prior to or concurrently with building construction.

- A. Before approval may be granted for any specific binding site plan, the following improvements have been provided or will be provided at the time of building construction under the conditions specified in the binding site plan contract:
 - 1. Street improvements.
 - 2. Stormwater management.
 - 3. City water.
 - 4. Sanitary sewer.
 - 5. Appropriate dedications or easements as required.
- B. If the development of the site is to be done in phases, the applicant shall submit a schedule of installation of required improvements to coincide with development phasing. Such improvement schedule is subject to approval of the Director of Public Works.
- C. The principal frontage street providing access to the general binding site plan shall be improved to a full standard street (consistent with the requirements specified in the general binding site plan contract). The surface shall be at least of asphalt concrete quality and there shall be adequate provision for storm drainage. Alternatively, the applicant may be required to sign a commitment to support a Local Improvement District (L.I.D.) for the future installation of a full standard street.
- D. All principal frontage streets providing access to the general binding site plan shall have a right-of-way width of no less than 60', if a through street, or 50' if a cul-de-sac. In the event the abutting street does not meet these minimum standards additional right-of-way shall be required. This requirement may be waived if, in the opinion of the Planning and Community Development Director and the City Engineer, such additional right-of-way is not necessary for the future traffic circulation of the City.
- E. Streets providing access to specific binding site plan developments may be either public or private and shall be built to standards adequate for access to the site based on the proposed use of the property.
- F. **Contract required for dedicated improvements.** All improvements constructed for a project under this chapter which are to be dedicated to the City shall be constructed in accordance with a contract between the applicant and the City, providing at least:
 - 1. Terms and conditions satisfactory to the City, including design and construction standards.
 - 2. Requiring a permit to be issued before commencement of construction, and
 - 3. In the discretion of the Director of Public Works, appropriate security may be required, covering construction performance and guaranteeing the construction after completion for a period of 1 year.

18.24.090 - Modifications

Any modification to a general or specific binding site plan shall be considered by the Technical Review Committee. The Technical Review Committee may allow minor modifications to the contract without modifying said instrument. Major modifications shall require amendment to the general binding site plan contract. An amendment shall be processed in the same manner as an original application.

18.24.100 - Binding Site Plan Fees

Applications for general and specific site plans shall be submitted with applicable application fees as determined by Council resolution. [Ord. 10833 §1, 1997]

MAILING LIST INSTRUCTIONS:

As you get ready to prepare your labels keep the following checklist in mind:

- The information was acquired from the Assessor's office or database
- Addresses for the following members have been included on the label sheet
 - Property Owner Applicant / Contact for Proposal Bellingham Herald
 - All property owners within the required 500' radius (100' for Home Occupation Applications)
 - Applicable Mayor's Neighborhood Advisory Commission Representatives
 - Applicable Neighborhood Association Representatives (This information can be found at <http://www.cob.org/documents/planning/applications-forms/nbrhd-media-notification-list.pdf>)
- Mailing information has been printed on Avery 5160 labels (*see attached example*)
- All of the information **completely fits** on a single label
- Notarized **Address Information Verification form** has been completed

NOTE: Errors in mailing labels may result in process delays and re-notice fees.

Obtain Property Ownership Information from the Whatcom County Assessor's Office

- The Assessor's Office is located on the first floor of the Whatcom County Courthouse, 311 Grand Avenue, Bellingham, 360-676-6790.
- Bring enough information to identify all of the property in the project site, such as tax parcel numbers, legal descriptions, address(es) or boundary on a plat map. Assessor's Office staff can help you find the Assessor's map(s) containing the project parcel(s).
- Utilize the Assessor's map to measure the required ownership notice distance (listed on the application) and record the parcel number for each property within or partially within the required distance of 500 feet (*100 feet for Home Occupation*) from the boundary of the project parcel. If the owner of the project property owns other property within the notice distance but not included in the project site, contact the Planning Division to determine whether the notice radius must be increased.
- Record the property owner's name and mailing address by accessing each parcel number via the computer terminals at the Assessor's Office or through the Internet by accessing the database under "Real Property Search" at www.whatcomcounty.us/assessor/index.jsp. Click on the parcel number in the first data screen to bring up a screen with the owner's full address and zip code. The maps are also available at this site if you wish to check a parcel number.
- If the site is a condominium, include the owner of each unit.

Print addresses on Avery 5160 labels

- Labels **must** include the address and fit on one Avery 5160 label:
- Please **DO NOT**
 - o **Repeat names** on the mailing list. If someone is listed as owning more than one property, only list the owner's name and address once on the mailing list.
 - o **List** the tax parcel number on the labels

Address Information Verification form:

Form must be notarized and include a copy of the parcel numbers and property owner's name and mailing address information attached.

<p><i>Avery 5160 labels or in Avery 5160 label format</i></p>	<p><i>Font – Arial, 11</i></p>	
<p>Property Owner Address City, State, Zip</p>	<p>Applicant Address City, State, Zip</p>	<p>MNAC Representative Address City, State, Zip</p>
<p>Neighborhood Association Rep Address City, State, Zip</p>	<p>Bellingham Herald Community News Department 1155 N. State St. Bellingham, WA 98225</p>	<p>All Property Owners within the specified radius:</p>
<p>First name Last name Address City, State, Zip</p>	<p>First name Last name Address City, State, Zip</p>	<p>First name Last name Address City, State, Zip</p>

TYPE I PROCESS
(Minor Administrative Decisions)

