



**Permit Center**

210 Lottie Street, Bellingham, WA 98225

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

Email: [permits@cob.org](mailto:permits@cob.org) Web: [www.cob.org/permits](http://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: _____	<b>Office Use Only</b> 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

## **Pre-Application Design Guidance Meeting - Application Instructions**

Use this packet to apply for a pre-application design guidance meeting.

The following is a summary of applicable design review standards and procedures. It may contain omissions for simplification. The Bellingham Municipal Code (BMC) provides a complete description of design review requirements for the sections referenced below and is available on line at <https://www.cob.org/bmcode>.

- **Activities that are exempt from design review** can be found in BMC [20.25.020](#)(B).
- **Activities that are exempt from a Certificate of Alteration** (for buildings on the local historic register) can be found in BMC [17.90.060](#)(B).

### **THE DESIGN REVIEW BOARD**

The Design Review Board (DRB) is an advisory group of five local design professionals, building/construction experts, and /or residents of Bellingham knowledgeable in matters of building and design. The DRB is charged with making recommendations to the Planning Director, as well as working with Planning staff and project applicants on the application of design criteria to help shape the form and quality of development within Bellingham.

### **THE HISTORIC PRESERVATION COMMISSION**

The Historic Preservation Commission (HPC) is an advisory group of nine citizens that have an interest and competence in historic preservation in the city. For purposes of design review in BMC 20.25, the Commission is charged with:

- Making recommendations to the Planning Director, as well as working with Planning staff and project applicants on the application of design criteria to help shape the form and quality of development within the Fairhaven Design Review District.
- Reviewing alterations and exterior additions to buildings located in the City Center Design Review District that are on the Local Historic Register. NOTE: An application for a Certificate of Alteration is also required.

NOTE: Any activity located outside the City Center Design Review District that requires a certificate of alteration or certificate of demolitions for any historic resource individually listed on the Local Historic Register, or listed on the local register as a contributing property to a historic district, is exempt from design review and shall be processed pursuant to BMC [17.90.060](#).

### **PURPOSE OF THE DESIGN GUIDANCE MEETING**

The design guidance meeting provides early guidance from the applicable DRB or HPC to a project proponent for projects that are in the conceptual stage. The applicant(s) presents the project to the DRB or HPC, and discusses the project and how it relates to the design guidelines or historic district. This is a time for open discussion between the DRB or HPC, staff, and the applicant. The applicant is encouraged to submit alternative concepts. Pre-application guidance is not a decision on the project.

### **PROCESS**

Only projects that require review by the Design Review Board (DRB) or Historic Preservation Commission (HPC) must have a pre-application design guidance meeting with the DRB or HPC prior to design review application. Exception: For projects that involve exterior alterations to buildings located in the City Center Design Review District that are on the Local Historic Register, review by the HPC shall be conducted in the same manner as a design response meeting per BMC [20.25.030](#)(B).

An applicant may request an optional pre-application design guidance meeting when one is not required.

**WHO REVIEWS WHAT?**

<b>The Design Review Board is required to review:</b>
<ul style="list-style-type: none"> <li>• New buildings and developments in the following Urban Village Design Review Districts: City Center (including Old Town overlay), Fountain District, Samish Way, and Waterfront.</li> </ul>
<b>The Historic Preservation Commission is required to review:</b>
<ul style="list-style-type: none"> <li>• New buildings and developments within the Fairhaven Historic District.</li> <li>• Alterations and exterior additions to buildings located in the City Center Design Review District that are on the Local Historic Register. NOTE: An application for a Certificate of Alteration is also required.</li> </ul>
<p>NOTE: Any activity located outside the City Center Design Review District that requires a certificate of alteration or certificate of demolition for any historic resource individually listed on the Local Historic Register, or listed on the local register as a contributing property to a historic district, is exempt from design review and shall be processed pursuant to BMC <a href="#">17.90.060</a>.</p>

**APPLICABLE DESIGN STANDARDS**

Design review is required city-wide for certain types of development, and for most development within a design district.

**City-Wide Design Review**

<b>Development Type</b>	<b>Applicable Design Standards</b>
<ul style="list-style-type: none"> <li>• Single-family attached residential development consisting of three or more attached units.</li> <li>• Residential development consisting of three or more dwelling units on a site.</li> <li>• Projects involving any use that is allowed as a “mixed use” by the use qualifier in residential multi zones.</li> <li>• Accessory buildings for any of the developments listed above.</li> <li>• Any additions or exterior alterations to buildings of the types listed above and/or to their associated site improvements.</li> </ul>	<p>Multifamily Residential Design Handbook (online at <a href="https://www.cob.org/documents/planning/applications-forms/permit-center-publications/multifamily-residential-design-handbook.pdf">https://www.cob.org/documents/planning/applications-forms/permit-center-publications/multifamily-residential-design-handbook.pdf</a>, under Design Review Supporting Materials)</p> <p>Infill Housing projects additionally follow the design standards and guidelines in BMC <a href="#">20.28</a>-Infill Housing.</p> <p>EXCEPTIONS:</p> <ol style="list-style-type: none"> <li>1) When the project is located in one of the Design Review Districts or a master plan zone (Cordata PUD, <a href="#">Cornwall Park Neighborhood Area 7 IMP</a>, or <a href="#">WWU IMP</a>), the process and standards for the District or master plan apply.</li> <li>2) <u>NOTE:</u> Any activity that requires a certificate of alteration or certificate of demolition for any historic resource individually listed on the Local Historic Register, or listed on the local register as a contributing property to a historic district, is exempt from design review and shall be processed pursuant to BMC <a href="#">17.90.060</a>.</li> </ol>
Retail establishments over 60,000 sq. ft.	BMC <a href="#">20.25.060</a> -Large retail facility design

## Design Review Districts

District	Applicable Design Standards
<p>City Center Design Review District</p>	<p>City Center Design Standards (online at <a href="http://www.codepublishing.com/WA/Bellingham/html/pdfs/CityCenterDesignStds.pdf">http://www.codepublishing.com/WA/Bellingham/html/pdfs/CityCenterDesignStds.pdf</a>, under Design Review Supporting Materials).</p> <p>In the <b>Old Town Overlay District</b> within the City Center Design Review District, additional design standards in BMC <a href="#">20.35.070</a>(F) also apply.</p> <p>In <b>Residential Transition Areas</b> within the City Center Design Review District, the Multifamily Residential Design Handbook also applies (online at <a href="https://www.cob.org/documents/planning/applications-forms/permit-center-publications/multifamily-residential-design-handbook.pdf">https://www.cob.org/documents/planning/applications-forms/permit-center-publications/multifamily-residential-design-handbook.pdf</a>, under Design Review Supporting Materials).</p> <p><b>Infill Housing</b> projects additionally follow the design standards and guidelines in BMC <a href="#">20.28</a>-Infill Housing.</p> <p>For additions and exterior alterations to buildings and associated site improvements that are on the <b>Local Historic Register</b>, see additional certificate of alteration criteria in BMC <a href="#">17.90.060</a>.</p>
<p>Fairhaven Design Review District</p>	<p>Fairhaven Urban Village Design Standards (online at <a href="http://www.codepublishing.com/WA/Bellingham/html/pdfs/FairhavenDesignStds.pdf">http://www.codepublishing.com/WA/Bellingham/html/pdfs/FairhavenDesignStds.pdf</a>, under Fairhaven Design Standards.)</p> <p>In <b>Residential Transition Areas</b>, within the Fairhaven Design Review District, the Multifamily Residential Design Handbook also applies (online at <a href="https://www.cob.org/documents/planning/applications-forms/permit-center-publications/multifamily-residential-design-handbook.pdf">https://www.cob.org/documents/planning/applications-forms/permit-center-publications/multifamily-residential-design-handbook.pdf</a>, under Design Review Supporting Materials).</p> <p><b>Infill Housing</b> projects additionally follow the design standards and guidelines in BMC <a href="#">20.28</a>-Infill Housing.</p> <p><b>NOTE:</b> Any activity that requires a certificate of alteration or certificate of demolition for any historic resource individually listed on the <b>Local Historic Register</b>, or listed on the local register as a contributing property to a historic district, is exempt from design review and shall be processed pursuant to BMC <a href="#">17.90.060</a>.</p>

<p>Urban Village Design Review Districts</p> <ul style="list-style-type: none"> <li>• Fountain District</li> <li>• Samish Way</li> </ul>	<p>BMC <a href="#">20.25.070</a>-Urban Village Design</p> <p>Additional design standards for each urban village in BMC <a href="#">20.37</a>-Urban Village also apply.</p> <p><b>Large retail establishments</b> shall also comply with the standards in BMC <a href="#">20.25.060</a>.</p> <p><b>Infill Housing</b> projects additionally follow the design standards and guidelines in BMC <a href="#">20.28</a>-Infill Housing.</p> <p><u>NOTE:</u> Any activity that requires a certificate of alteration or certificate of demolition for any historic resource individually listed on the <b>Local Historic Register</b>, or listed on the local register as a contributing property to a historic district, is exempt from design review and shall be processed pursuant to BMC <a href="#">17.90.060</a>.</p>
<p>Waterfront District</p>	<p>BMC <a href="#">20.25.080</a>-Waterfront District.</p> <p><u>NOTE:</u> Any activity that requires a certificate of alteration or certificate of demolition for any historic resource individually listed on the <b>Local Historic Register</b>, or listed on the local register as a contributing property to a historic district, is exempt from design review and shall be processed pursuant to BMC <a href="#">17.90.060</a>.</p>

## REVIEW PROCESS

All design review decisions that do not involve locally listed historic structures are issued by the Planning and Community Development Department Director (Director). The Design Review Board (DRB) or the Historic Preservation Commission (HPC) conducts a review and makes a recommendation to the Director for many applications in the City Center, other Urban Villages, and historic structures. The HPC makes decisions on alterations to locally listed historic structures, provided the Director may make decisions on minor alterations (see BMC 17.90.060(B) and (C)).

The City will use either the Type I or Type II process to review non-local historic application. The process steps in BMC [21.10](#)-Procedures and Administration are summarized on the diagrams included in this packet.

Type II process is used for projects that:

1. Require a SEPA threshold decision; or
2. Include construction of a new building; or
3. Include an exterior non-residential addition to an existing building; or
4. Include an exterior addition of one or more residential units.

Type I process is used for all other projects.

## APPLICATION PROCESS

Applicants are strongly encouraged to discuss the design review process and criteria with planning staff early in the project planning process.

### Pre-Application Steps (to be completed before this design review application is submitted):

1. Pre-Application Conference or waiver: A pre-application conference is required for Type II project applications, unless a written waiver is granted by the Planning and Community Development Director (*See the Pre-Application Conference application for details, available online at <https://www.cob.org/services/permits/pages/forms-land-use.aspx> under Pre-Application*).
2. Pre-Application Design Guidance Meeting (applicant meets with the DRB or HPC):
  - Only projects that require review by the DRB or HPC must have a pre-application design guidance meeting with the DRB or HPC prior to application. Exception: For projects that involve exterior alterations to buildings located in the City Center Design Review District that are on the Local Historic Register, review by the HPC shall be conducted in the same manner as a design response meeting per BMC [20.25.030\(B\)](#).
  - An applicant may request an optional pre-application design guidance meeting with the DRB or HPC, whichever is applicable.
3. Pre-Application Neighborhood Meeting or waiver. The applicant is required to conduct a neighborhood meeting for Type II projects that are:
  - In a residential zone and have over 1,000 sq. ft. of new gross floor area; or
  - In any other zone and have over 5,000 sq. ft. of new gross floor area.*See the Neighborhood Meeting Instructions form for details on conducting the meeting, available online at <https://www.cob.org/services/permits/pages/forms-land-use.aspx> under Neighborhood Meeting and Mailing Notice Materials.*
4. Transportation Concurrency Certificate, for applicable project types

## MEETING AND PRESENTATION

Planning staff schedules pre-application meetings based on the DRB and HPC regularly scheduled meeting dates.

- DRB meeting dates are generally the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month at 3:00 p.m.
- HPC meeting dates are generally the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month at 4:00 PM and 7:00 PM respectively.

Display boards, the overhead projector or Power Point may be used for presentations. Use of the City's multimedia equipment to provide visuals and describe the project design are encouraged.

## WHAT ARE THE LIMITATIONS OF THE DESIGN GUIDANCE MEETING?

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

Accordingly, the design guidance 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.

## SUBMITTAL CHECKLIST

- A completed application form, including any required materials listed on the attached checklist.
- Pre-application conference: a pre-application conference is required for Type II project applications, unless a written waiver is granted by the Planning Director.

Note: The Pre-Application conference may be combined with the design guidance meeting. Prior to submitting this application, consult with the planning staff if you want to have the meetings combined.

- Statement describing the development objectives.
- A narrative that discusses the project and how it relates to the design guidelines for the design area (Urban Village, etc.) and/or historic district.
- 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 (only applicable for Type II projects)
- A list of all land use applications known to be required for the project

### **Submit 8 copies of the following in 11" x 17" format, and submit a CD or other electronic format of the plans:**

#### New buildings and additions:

- Vicinity map or aerial photo. Label surrounding uses, zoning, streets and pedestrian routes.
- Photos of the site context. Include the subject site and adjacent buildings, including the block face and the block face across the street.
- Conceptual site plan(s), with any alternatives being considered. Include site dimensions, existing and proposed buildings and structures, structures to be removed, abutting sidewalks, access points and significant site features.
- Building design concept. Include conceptual elevations and isometric or other three-dimensional massing diagram.
- Contextual street elevation showing the proposed building height and mass in relation to adjacent buildings.
- Conceptual floor plan(s) showing uses.

#### Exterior building alterations:

- Photo of existing building elevation(s).
- Concept sketch(es) of proposed changes.

# 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](http://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><b>Property Owner</b> Address City, State, Zip</p>	<p><b>Applicant</b> Address City, State, Zip</p>	<p><b>MNAC Representative</b> Address City, State, Zip</p>
<p><b>Neighborhood Association Rep</b> Address City, State, Zip</p>	<p>Bellingham Herald Community News Department 1155 N. State St. Bellingham, WA 98225</p>	<p><b>All Property Owners within the specified radius:</b></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>

