



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 REVIEW APPLICATION INSTRUCTIONS

Use this packet to apply for design review. Design review is required city-wide for certain types of development and for most development within a design district. The Bellingham Municipal Code (BMC) describes design review requirements in the sections referenced below and is available on line at <http://www.cob.org/web/bmcode.nsf>.

City-wide Design Review

Development Type	Design Standards
Multifamily of 3 or more units; 3 or more single family attached units or nonresidential “mixed” uses in Multifamily Residential zones	Multifamily Residential Design Standards Handbook (on line under Design Review at http://www.cob.org/services/permits/forms.aspx) Infill Housing projects follow the design standards and guidelines in Chapter 20.28 BMC. Exceptions: When located in a Design District listed below or a master plan zone, the process and standards for the District or master plan apply.
Retail establishments over 60,000 sq. ft.	BMC 20.25.060 Large Retail Establishments

Design Districts

District	Design Standards
City Center Design District	BMC 20.25.050 City Center Design and the City Center Design Standards Handbook attached to BMC 20.25.020 (or on line under Design Review at http://www.cob.org/services/permits/forms.aspx) In Residential zones the Multifamily Residential Design Standards Handbook also applies (on line under Design Review at http://www.cob.org/services/permits/forms.aspx) In the Old Town Urban Village overlay zone, design standards in BMC 20.35.070 also apply
Fairhaven Design District	BMC 20.25.040(B) Fairhaven Design Review District
Urban Village Design Districts	BMC 20.25.070 Urban Village Design and additional standards for each urban village in BMC 20.37 Urban Village
Waterfront District	BMC 20.25.080

Review Process

All design review decisions are issued by the Planning and Community Development Department Director. The Historic Preservation Commission (HPC) or Design Review Board (DRB) conducts a review and makes a recommendation to the Director for most applications in City Center, Urban Villages, and historic structures.

The City will use a Type I or Type II process to review the application. The process steps in BMC 21.10 are summarized below, and generally as shown on the diagrams attached at the end of this packet.

Type II process is required for projects that:

- A. Require a SEPA threshold decision; or
- B. Include construction of a new building; or
- C. Include an exterior non-residential addition to an existing building; or
- D. Include an exterior addition of one or more residential units.

Type I process is used for all other projects.

Projects that are reviewed by the DRB, HPC, and/or Staff:

- A. The director may refer any multifamily design review application to the HPC or DRB for a recommendation.
- B. Who reviews applications in City Center and Urban Village Design Review Districts:

The DRB reviews:

- New buildings and developments
- Additions or exterior alterations with a valuation of over \$50,000 if the building is not on the City, State or National register of historic places

The HPC reviews:

- Alterations and exterior additions to buildings on the City, State or National register of historic places if the alteration or addition has a valuation of over \$50,000.
- If any project involves a building on the City's Register of Historic Places, an application for a Certificate of Alteration may also be required.
- All projects within the Historic District of the Fairhaven Design Review District.
- The director may ask the HPC to review projects within the Fairhaven Urban Village's Historic Influence, Industrial, or Maritime Influence areas if staff has identified potential inconsistencies with the design standards

Planning Staff reviews:

- All projects not required to have DRB or HPC review. Refer to BMC 20.25.020 for specifics.

Application Process

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

A. Pre-Application Steps (before this 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).
2. Pre-Application design guidance meeting with DRB: Projects located in a City Center or Urban Village Design District that require review by the DRB must have a pre-application design guidance meeting with the Board prior to application.
For projects reviewed by the HPC, the applicant may choose to have the HPC hold a Design Guidance meeting. See the Design Guidance Meeting application.
3. Pre-Application neighborhood meeting or waiver: The applicant is required to conduct a neighborhood meeting for projects that are Type II and:
 - In a Residential zone and have over 1,000 square feet of new gross floor area; and
 - In any other zone and have over 5000 square feet of new gross floor area.

NOTE: See the Neighborhood Meeting Instructions form for details on conducting the meeting.

4. Transportation concurrency certificate, if applicable: A transportation certificate of consistency is required prior to application, if applicable for the project type.

B. Application Requirements:

1. A completed Land Use Application form
2. Materials listed on the attached submittal checklist
3. Application fee payment
4. Mailing list and labels for 500 foot radius. The mailing labels are not required if a project is a Type I decision and does not require a public meeting.

C. Other:

- Design Response Meeting: This public meeting is held within 60 days after a complete Design Review Application has been submitted. During this meeting the DRB considers public and staff comments on the project and reviews the plans for consistency with applicable design guidelines, standards, and regulations. The applicant presents what changes, if any, were made based on the DRB's comments at the guidance meeting. After all considerations are made and the project is discussed, the DRB will make a formal recommendation to the Planning Director.

The HPC follows the same process for review of historic building alterations and additions in the City Center Design Review District and Urban Village Districts, except Fairhaven.

2. HPC Fairhaven Design Review Meeting: The HPC shall hold a public meeting and make recommendations to the director for projects requiring design approval in the Fairhaven Historic District. An optional public meeting and review by the HPC is available for projects requiring design approval in other areas of the Fairhaven design review district.
3. A proposal involving changes to Local Historic Places is reviewed under BMC 17.90.060.
4. Multiple permits:
 - Other Type II land use applications must be submitted and processed concurrently with design review unless the Planning and Community Development Director approves separate processing.
 - You may request that reviews for multiple permit applications be consolidated into one process. See Bellingham Municipal Code Section 21.10.060, Optional Consolidated Process.
5. Appeals: The Director's decision on a design review application is final unless an appeal is filed within 14 days of the notice of decision, or decision date if no notice is required. Appeals are decided by the Hearing Examiner.



DESIGN REVIEW CHECKLIST

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

To assist staff in review of a design review application, the following items must be complete.

Planning staff will help you determine which of these requirements are applicable. See instructions in this packet.

COMPLETE THIS CHECKLIST:

- Pre-application conference or waiver (if required)
- Pre-application Design Guidance Meeting by the Design Review Board
- Pre-application neighborhood meeting or waiver (if required)
- Transportation certificate of concurrency (if required)
- Land Use Application (attached)
- Environmental checklist (SEPA) (if required)
- Statement describing the development objectives.
- A project narrative that includes:
 - A detailed description of how the project meets each applicable design standard and guideline for the design area (Urban Village, etc.). For example, the narrative for a new building downtown would include a list of each applicable standard and guideline and how the project addresses each item. Print N/A for those standards/guidelines that don't apply.
 - A detailed description of how the project addresses any design guidance provided by the DRB or HPC.
 - Any requested departures from the design standards, along with an explanation of how the departure criteria is met.
- Residential Multi Data sheet (attached)
- Photos of the site context showing the subject site and adjacent buildings, including the block face and the block face across the street
- Zoning compliance data (calculate required parking, lot coverage, open space, etc.)
- List new gross floor area: Ground floor: _____ Upper floors total _____
- Value of new construction and exterior alterations: \$50,000 or less Over \$50,000
- Legal description of the property
- Other land use permit applications required for the project
- One (1) full-size (24" x 36") scaled, dimensioned plan set (more may be requested by staff)
- Eight (8) sets of 11" x 17" reductions of all plans, including colorized sheets
- Provide copies of the plans in an electronic format.

- Application fee (DRB pre-application review fee credited if application is filed within 6 months of the DRB meeting)
- Mailing list and labels (if Type II or requires Board or Commission review)
- Submit information if the proposal is utilizing Transfer of Development Rights (TDR) / Purchase of Development Rights (PDR). Indicate the number to be transferred or purchased. Note that TDR/PDR may only be used within a City TDR/PDR receiving area.
- Other required information: _____

SITE PLAN REQUIREMENTS CHECKLIST:

Provide a site plan containing the following information. This checklist is divided by type of development. Provide the information under each heading that applies to your project.

The Planning & Community Development Department may require additional information to evaluate the proposal.

Scale shall be standard architectural or engineering. The scale must allow clear depiction of all required information, typically between 1/4" = 1' and 1/8" = 1'; and 1" = 10' and 1" = 40';

Existing Site Conditions

- Vicinity map
- All lot lines and site boundary dimensions
- Topography
- Critical Areas
- Streets, alleys, etc.
- Utilities
- Location, dimensions, gross floor area and use of existing structures. Indicate all structures to be demolished
- Distances between structures and property lines
- Location and design of all paving
- Walkways and bicycle paths

New Development

- Proposed lot lines
- Existing and proposed easements
- Proposed grading/final contours
- Location, dimensions, and use of proposed buildings and structures. Include decks, patios, fences and signs
- Distances between proposed buildings, parking areas and property lines
- Existing and proposed elevation contours at intervals of not greater than 5 feet. Provide 2-foot contours when requested by the Planning & Community Development Department
- Location, height, top elevation and width and design of existing and proposed retaining walls and rockeries. Cross sections may be required

- Location, dimension and number of parking spaces (including accessible spaces), bicycle parking, drop-off areas and driveway access
- Proposed and existing pedestrian walkways and surfacing
- All significant man-made or natural features (ponds, streams, etc.)
- Proposed storm water detention and treatment features (swales, ponds, vaults, etc.) Size, location and type of facilities on this preliminary plan shall be consistent with City, State and Federal requirements for storm water management.

(Note: The preliminary plan shall be designed or reviewed by a Civil Engineer registered with the State of Washington for conformance with regulations. The City may ask for information to corroborate the preliminary design. Any regulatory deficiencies in the proposed storm water plan are wholly the responsibility of the proponent and/or the engineer. You may be required to apply for amendments to land use and design permits if there are changes in the final storm water facilities that affect the site design.)

- All existing street and alley rights of way abutting the site. Include street name, width of right of way and location of existing improvements such as sidewalk, curb, medians, bus stops, overhead utility lines, street trees, street lights and street improvement width. Note any proposed changes to the street design
- Location of existing and proposed utilities within the site such as sewer, water, gas and electricity
- Location of existing fire hydrants
- Proposed garbage/recycling collection areas and dimensions
- Location and type of proposed exterior lighting, including parking lot and building
- Location of proposed signs
- Land uses, lot lines and approximate location of structures and pavement on abutting properties

Conceptual Landscaping Plan

- Scale
- Abutting street right of way to the curb
- Location, height, and designs of rockeries, retaining walls and fences
- Surface and subsurface stormwater facilities
- Buildings and paving
- Topographic contours - pre and post construction
- Wetlands, ponds, streams and proposed buffers
- Existing vegetation to be retained
- General location and type of proposed trees, shrubs and ground cover

Commercial or Industrial Development

- Identification of service truck access routes
- Loading areas
- Outdoor storage or display areas
- Location and type of screening and buffering proposed

Critical Areas on or Adjacent to the Site

- Areas of flood hazard (FEMA floodplain or floodway)
- Wetlands on site and within 100 feet of the project boundary
- Streams, ponds or lakes on site and within 200 feet of the project boundary

- Marine shoreline within 200 feet of the project site
- Proposed wetland and water body setbacks and buffers
- Conservation easements or other development restrictions/existing conditions affecting the site

ARCHITECTURAL PLAN CONTENT CHECKLIST:

New buildings and additions:

- Building elevations drawn at 1/8" = 1' or comparable scale showing:
 - All facades with shadowing to show modulation of wall and roof
 - Door and window treatments
 - Awnings
 - Artwork
 - Exterior lighting
 - Building materials
 - Type of window glazing
 - Mechanical equipment and screening methods
 - Colors, etc.
- Contextual street elevation showing the proposed building in relation to adjacent buildings
- Perspective drawings, color renderings or other three-dimensional representations to adequately illustrate the proposal. Models and/or material and color boards are recommended
- Dimensioned floor plans with uses labeled; include parking garage layout
- Signs

Exterior building alterations:

- A site plan is required if the project includes site alterations or if any proposed feature extends into the public street right of way
- Building elevations drawn at 1/8" = 1' or comparable scale showing:
 - All facades with shadowing to show modulation of wall and roof
 - Door and window treatments
 - Awnings
 - Artwork
 - Exterior lighting
 - Building materials
 - Type of window glazing
 - Mechanical equipment and screening methods
 - Signs
 - Colors, etc.
- Clearly identify existing features to be retained
- Floor diagrams showing location of existing and proposed uses

(NOTE: After staff review of the application, additional materials may be required to fully illustrate the building and design features proposed.)



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MULTIFAMILY RESIDENTIAL PLAN DATA SHEET

Provide the following information for the proposed development. Use definitions and calculation methods in BMC Title 20 Land Use Development.

If the project is located in a Planned land use district (Use Qualifier) or has applied for a City of Bellingham multifamily tax exemption, enter the development contract or application number:

Not applicable Contract/application number: _____

Total number of units: _____

	Studio	1-bedroom	2-bedroom	3-bedroom	4-bedroom
Existing Units					
Proposed Units					
Demolished Units	-	-	-	-	-
Total Net Units					

Total site area: _____ sq. ft. Proposed Density: _____ sq. ft. of land area per dwelling unit
 Lot Coverage: _____ sq. ft. _____ % of site
 Open Space: _____ sq. ft. _____ % of site
 Total useable space: _____ sq. ft.
 Private: _____ sq. ft. Common: _____ sq. ft.

Describe type of useable space provided (decks, yards, recreation buildings, type of recreational facilities and equipment): _____

Total number of parking spaces proposed: _____
 Garage parking spaces proposed: _____ Carport parking spaces proposed: _____

Check Yard Setback Options Taken:

- None
- Side yard window wall
- Side yard wall without window
- Rear yard window wall
- Rear yard wall without window

Height of tallest building: _____ feet under definition #1
 Height of tallest building: _____ feet under definition #2

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

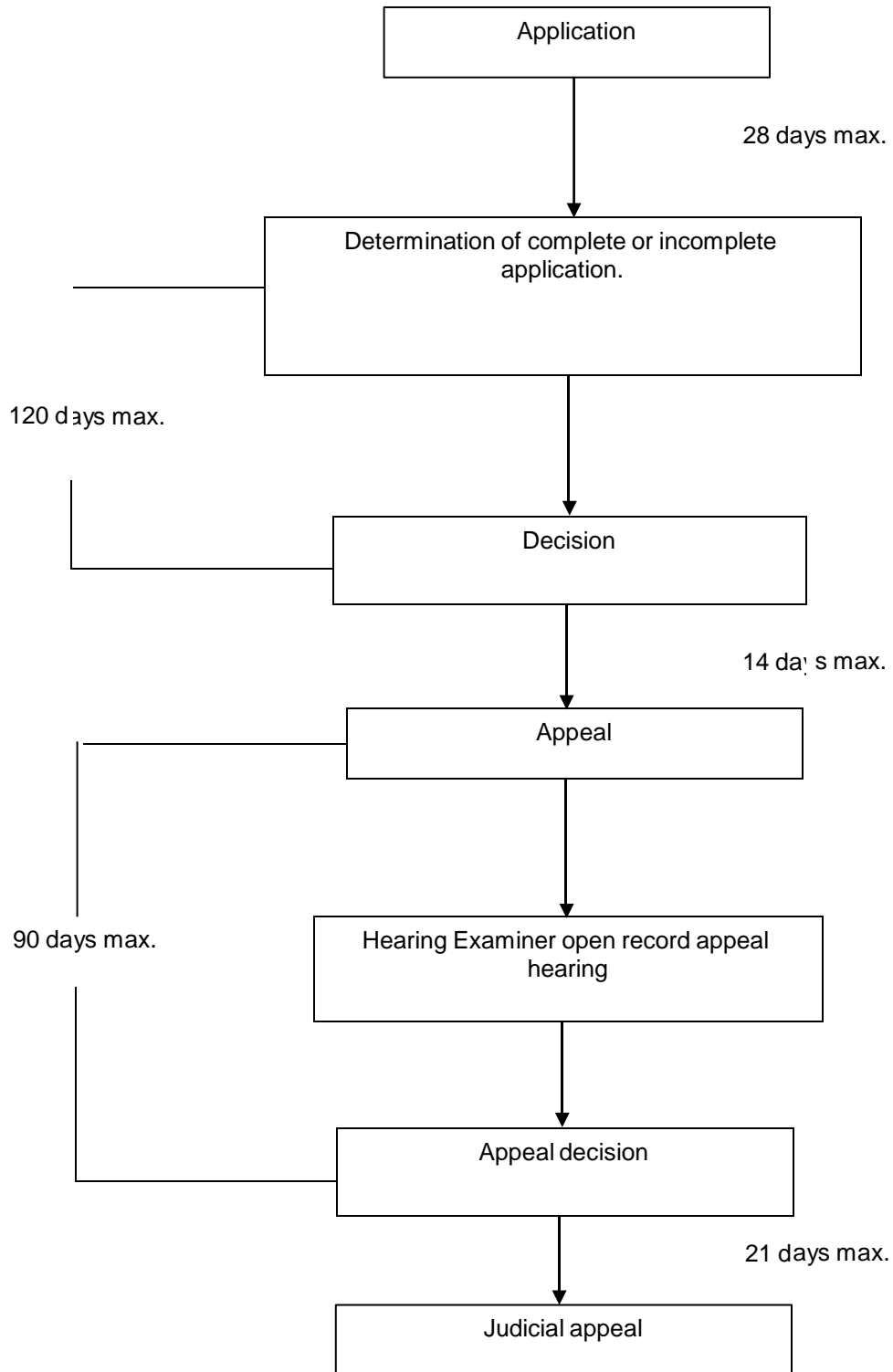
- Labels **must** include the address and fit on one Avery 5160 label:
- Please **DO NOT**
 - o **Repeat names** on the mailing list. If someone is listed as owning more than one property, only list the owner's name and address once on the mailing list.
 - o **List** the tax parcel number on the labels

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)



TYPE II PROCESS

(Administrative Decisions)

