



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: Infill Housing	Office Use Only Date Rcvd: _____ Case #: _____ Process Type: _____ Neighborhood: _____ Area Number: _____ Zone: _____ Pre-App. Meeting: _____ Concurrency: _____
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Project Information

Project Address 3615 Chandler Parkway Zip Code 98226

Tax Assessor Parcel Number (s) 380316 372176 0000

Project Description Residential Multi-Family Planned Development of townhouses and single-family residences on an undeveloped 492,344 sqft (11.303 Acre) lot. Development will include an extension of Sussex Drive.

Applicant / Agent Primary Contact for Applicant

Name Tony Freeland, Freeland & Associates, Inc.

Mailing Address 220 West Champion Street; Suite 200

City Bellingham State WA Zip Code 98226

Phone 360-650-1408 Email tfreeland@freelandengineering.com

Owner (s) Applicant Primary Contact for Applicant

Name Dominion Sustainable Development Corporation

Mailing Address P.O. Box 31548

City Bellingham State WA Zip Code 98228

Phone 360-319-0898 Email david@ebenal.com

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 Tony Freeland, Date 01-04-2021

City and State where this application is signed: Bellingham, Washington
City State



INFILL HOUSING APPLICATION WORKSHEETS AND INSTRUCTIONS

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

Use this packet to apply for BMC 20.28 Infill Housing. The review regulations and procedures are contained in Bellingham Municipal Code Chapters 20.25 Design Review, 20.28 Infill Housing and 21.10 Procedures and Administration.

Criteria

BMC 20.28 Infill Housing contains specific development and design standards and design guidelines for each housing type. These provisions are in addition to general regulations contained in the Land Use Development Ordinance. For example, additional design standards may apply if the project is located in a design district or if it contains multifamily dwellings. If the provisions of BMC 20.28 conflict with any other provision in BMC Titles 18 Subdivision, 20 Land Use and Development, or 21 Administration of Development Regulations, the provisions of BMC 20.28 apply.

Each project shall be required to comply with criteria set forth in the applicable “**Design Standards.**” The “**Design Guidelines**” following the **Standards** suggest ways to achieve the design intent. Applicants may request minor modifications to the general parameters and design standards in BMC 20.28. The Planning Director or Hearing Examiner may modify the requirements if all of the following criteria are met:

1. The site is constrained due to unusual shape, topography, easements or sensitive areas.
2. The modification is consistent with the purpose of this chapter.
3. The modification will not result in a development that is less compatible with neighborhood land uses.

Review Process

All housing forms are reviewed under a Type II process. The process steps are shown on the attached diagrams.

All Infill Housing decisions are issued by the Planning and Community Development Director. The Director may forward a proposal to the Design Review Board to conduct a review and make a recommendation to the Director.

Before You Apply:

Pre-application conference:

- A pre-application conference is required for Type II project applications unless a written waiver is granted by the Planning Director. There is a sign-up fee. See the Pre-Application Meeting Information and Application form for details.
- Applicants are strongly encouraged to discuss the project concept with Planning staff early in the project planning process.

Pre-application neighborhood meeting for some Type II project applications:

The applicant is required to conduct a neighborhood meeting for projects that are Type II and are either:

- In a Residential zone and have over 1000 square feet of new gross floor area; or
- In any other zone and have over 5000 square feet of new gross floor area.

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

Transportation certificate of consistency.

A transportation certificate of consistency is required, if applicable for the project type.

Application:

A complete application consists of the completed application form, the materials listed on the attached submittal checklists and worksheets, and payment of the application fee.

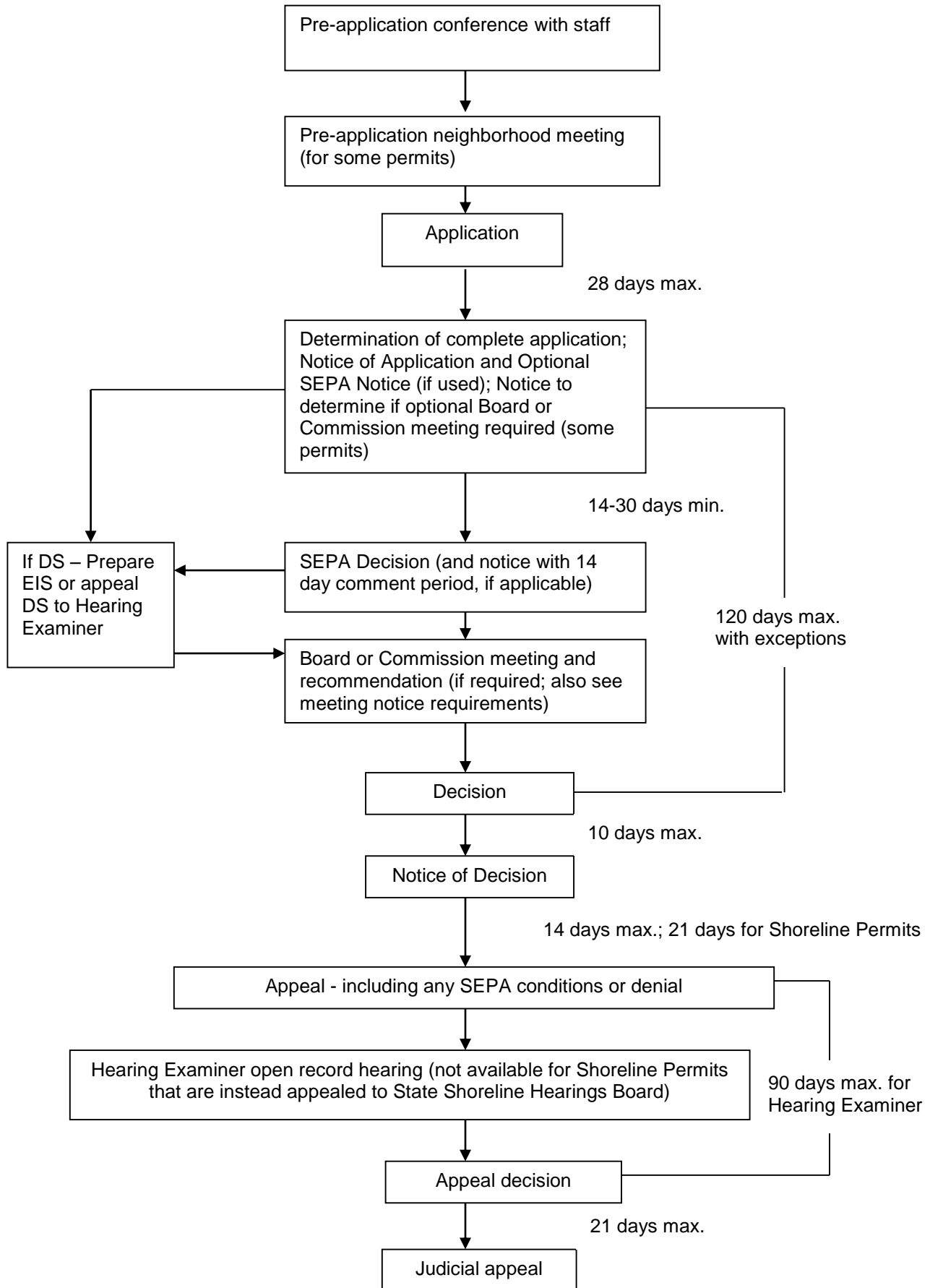
Multiple Permits: Additional land use applications may be required depending on the project size and housing type(s) proposed. All Type II land use applications must be processed concurrently with Infill Housing unless the Planning and Community Development Director approves separate processing.

You may request to consolidate additional permit applications for the project. Consolidated applications are reviewed under the highest numbered process. For example, if a project requires a permit with a Type II process and a permit with a Type III process, both permit decisions would be consolidated under the Type III process. (See BMC Section 21.10.060, Optional Consolidated Process.)

When an Infill Housing project additionally requires design review in accordance with BMC 20.28.030 A, a Design Review application must accompany the Infill Housing application. However, the only plans submitted should be that for the Infill Housing application, and include any information applicable to design review on those plans.

Appeals: The Director's decision on an Infill Housing application is final unless an appeal is filed within 14 days of the notice of decision. Appeals are decided by the Hearing Examiner.

TYPE II PROCESS
(Administrative Decisions)



INFILL HOUSING APPLICATION CHECKLIST

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

An Infill Housing Worksheet is required for all Infill Housing types. The following materials must be submitted in order to have a complete application. **Planning staff will help you determine which of these requirements are applicable. See instructions in this packet.**

RETURN THIS CHECKLIST WITH THE APPLICATION

Applicant to Check if Submitted

- Pre-application conference or waiver
- Pre-application neighborhood meeting or waiver (if required)
- Transportation certificate of consistency (if required)
- Land Use Application
- Filing fee (Applicable fee as calculated by Planning staff. See separate Fee Schedule.)
- Mailing list and labels (Complete the attached Names and Mailing Addresses of Surrounding Property Owners for property within 500 feet.)
- Environmental checklist (SEPA) (if required)
- Infill Housing Application Worksheet(s)
- Legal description of the property (attach separate page if lengthy): _____

LOT 4, AMENDED FORM OVER SUBSTANCE SHORT PLAT #1997, ACCORDING TO THE SHORT PLAT THEREOF,

 RECORDED JANUARY 31, 2003, UNDER RECORDING NO. 2030106542, RECORDS OF WHATCOM COUNTY,

 WASHINGTON. EXCEPT ALL THAT PORTION CONVEYED TO THE CITY OF BELLINGHAM, BY DEED RECORDED

 APRIL 16, 2008, UNDER RECORDING NO. 2080402335, RECORDS OF WHATCOM COUNTY.

SITUATE IN WHATCOM COUNTY, WASHINGTON

- Associated land use permit applications. (Consult with Planning staff to determine if other land use permits are required. All Type II applications must be submitted concurrently.)
- Site plan (see attached Site Plan Checklist)
- Photos of the site context showing the subject site and adjacent buildings, including the block face and the block face across the street
- Other required information: _____

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

**CITY OF BELLINGHAM PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
SITE PLAN REQUIREMENTS CHECKLIST**

Provide a site plan containing the following information. Provide the information under each heading that applies to your project.

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

- Scale shall be standard architectural or engineering. The scale must allow clear depiction of all required information, typically between 1" = 10' and 1" = 20'.
- Submit one (1) full set of scaled plans folded to 8.5" x 11" size, and two (2) 11" x 17" reduction illustrating the following:**

New buildings and additions:

- Vicinity map
- Site plan (see attached Site Plan Checklist)
- Building elevations drawn at 1/8" = 1' or comparable scale showing all facades with shadowing to show modulation of wall and roof. Include design details such as door and window treatments, awnings, artwork, exterior lighting, building materials, type of window glazing, mechanical equipment screening methods, colors, etc. Dimension building height and floor to floor heights. Clearly identify new work and existing features to be retained.
- 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 may be included.
- Dimensioned floor plans with uses labeled; include parking garage layout
- Signs

Existing Site Conditions

- All lot lines and site boundary dimensions.
- Location, dimensions, gross floor area, floor plans 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 and maintenance agreements for any shared access among lots.
- Proposed legal documents for maintenance of any common areas if condo or fee simple.
- Location, dimensions, and use of proposed buildings and structures. Include decks, patios, fences and signs.
- Distances between proposed buildings, parking areas and property lines.
- Scaled floor plan (1/4"=1' or 1/8"=1') of existing and proposed buildings.
- 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, 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, woodlands, 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, dimensions, and design of proposed lanes.
- 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, including design and dimensions.
- Location and type of proposed exterior lighting.
- Location of proposed signs.
- Land uses, lot lines and approximate location of structures and pavement on abutting properties.
- Landscaping Plan.** Include the following:
 - scale
 - abutting street right of way to the curb
 - rockeries, retaining walls, fences, arbors and trellises
 - surface storm water facilities
 - buildings and paving
 - topographic contours
 - wetlands, ponds, streams and proposed buffers
 - existing vegetation to be retained
 - general location and type of proposed trees, shrubs and ground cover

Environmentally Sensitive 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 affecting the site.
- Steep slopes

Design Review Criteria

Please consult with Planning staff if a project is subject to design review criteria for any of the following:

- Infill Housing (specify housing types(s)): _____
 - Multifamily Residential.
 - City Center.
 - Fairhaven.
 - Urban Village (Specify): _____
- Other (Specify): _____



SPECIFIC INFILL HOUSING APPLICATION WORKSHEET **SMALL AND SMALLER HOUSE**

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

Application Requirements:

- A completed Land Use Application form
- All of the materials and information required on the Infill Housing Application Checklist
- All of the materials and information required on the Site Plan Requirements Checklist
- All of the materials and information required by this worksheet
- Subdivision Application

Project Data:

Fill out a separate Application Worksheet for each lot and house that is not of common size or design.

1. Zoning: Neighborhood: Barkley Area: 11.3 acres
General Use Type: Residential Use Qualifier: 0 Density: 0
2. Housing Type (check one): Smaller House Small House
3. Parent parcel size: 11.3 acres. Lot # _____ of _____. Lot size: 3500 sf.
4. Floor area (including attached garage) of dwelling unit:
Basement: 600 sf. 1st floor: 600 sf. 2nd floor: 600 sf. Total: 1,800 sf.
5. Square Footage of all detached accessory buildings/garages: 216 sf.
6. Floor area ratio: 0.35
7. Number of Bedrooms: 2
8. Number of Parking Spaces provided on site: 1 + 1 offsite, see departure request
9. Building Height is 26 ft as measured from Height Definition # 1 see departure request
 - Please fill out and attach a height worksheet for the proposed building.
10. Square footage (and %) of site that is open space: _____ SF = _____%. see FAR sheet
11. Square footage (and %) of open space that is pervious material: _____ SF = _____%.

Depending on the nature of the project, additional information may be required.



SPECIFIC INFILL HOUSING APPLICATION WORKSHEET COTTAGE HOUSING

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

Application Requirements:

- A completed Land Use Application form
- All of the materials and information required on the Infill Housing Application Checklist
- All of the materials and information required on the Site Plan Requirements Checklist
- All of the materials and information required by this worksheet
- Design Review Application
- Subdivision Application if dwellings units located on individual lots

Project Data:

1. Zoning: Neighborhood: _____ Area: _____
General Use Type: _____ Use Qualifier: _____ Density: _____
2. Parcel size: _____
3. Number of dwelling units: _____
4. Gross floor area of unit #1: _____ #2: _____ #3: _____ #4: _____
#5: _____ #6: _____ #7: _____ #8: _____
5. Gross floor area of the entire project: _____
6. Square Footage of all detached accessory buildings (exempt from FAR): _____
7. Floor area ratio: _____
8. Number of dwelling units having: 1 bedroom: _____ 2 bedrooms: _____ 3 bedrooms: _____
9. Number of Parking Spaces provided on site: _____
10. Height: Please fill out and attach a height worksheet for each proposed building.
11. Sq.ft. of **Private Usable Open Space** for unit #1: _____ #2: _____ #3: _____ #4: _____
#5: _____ #6: _____ #7: _____ #8: _____
12. Square footage of covered front porch for unit #1: _____ #2: _____ #3: _____ #4: _____
#5: _____ #6: _____ #7: _____ #8: _____

13. Square footage of **Common Usable Open Space**: Required: _____ Provided: _____

14. Specify amenities to be provided in Common Usable Space: _____

15. **Open Space**: Square footage (and %) of site that is: a. Landscaped : _____

b. Pervious Material (specify) _____ : _____

c. Green Roof : _____

Total Open Space: _____

Depending on the nature of the project, additional information may be required.



SPECIFIC INFILL HOUSING APPLICATION WORKSHEET DUPLEX AND TRIPLEX

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

Application Requirements:

- A completed Land Use Application form
- All of the materials and information required on the Infill Housing Application Checklist
- All of the materials and information required on the Site Plan Requirements Checklist
- All of the materials and information required by this worksheet
- Design Review Application, if applicable
- Subdivision Application, if applicable

Project Data:

Fill out a separate Application Worksheet for each lot, or each duplex/triplex that is not of common design.

1. Zoning: Neighborhood: _____ Area: _____
General Use Type: _____ Use Qualifier: _____ Density: _____
2. Housing Type (check one): Duplex Triplex
3. Parcel size: _____
4. Gross floor area of unit #1: _____ #2: _____ #3: _____
5. Gross floor area of the residential building: _____
6. Square Footage of all detached accessory buildings: _____
7. Floor area ratio: _____
8. Number of dwelling units having: 1 bedroom: _____ 2 bedrooms: _____ 3 bedrooms: _____
9. Number of Parking Spaces provided on site: _____
10. Building Height is _____ as measured from Height Definition # _____.
 - Please fill out and attach a height worksheet for the proposed building.
11. Private usable space for unit #1: _____ #2: _____ #3: _____
12. Square footage (and %) of site that is landscaped _____, pervious material _____, total _____.

Depending on the nature of the project, additional information may be required.



SPECIFIC INFILL HOUSING APPLICATION WORKSHEET
SHARED COURT

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

Application Requirements:

- A completed Land Use Application form
All of the materials and information required on the Infill Housing Application Checklist
All of the materials and information required on the Site Plan Requirements Checklist
All of the materials and information required by this worksheet
Design Review Application
Subdivision Application, if applicable

Project Data:

- Zoning: Neighborhood: Area:
General Use Type: Use Qualifier: Density:
Parcel size:
Number of dwelling units:
Gross floor area of unit #1: #2: #3:
#4: #5 #6:
Gross floor area of the entire project:
Square Footage of all detached accessory buildings:
Floor area ratio (FAR): FAR bonus taken for use of Green Factor? Y N
Number of dwelling units having: 1 bedroom: 2 bedrooms: 3 bedrooms:
Number of Parking Spaces provided on site:
Height: Please fill out and attach a height worksheet for each proposed building.
Roof pitch is: Green Roof? Y N
Private Open Space: Total square footage:
Each dwelling unit has at least 150 SF of Private Open Space? Y N
Each dwelling unit has a covered front porch that is at least 50 SF? Y N

13. Open Space: Square footage (and %) of site that is: a. Landscaped: _____
b. Pervious Material (specify) _____ : _____
c. Green Roof: _____
Total Open Space: _____

14. Shared Court: Total square footage: _____
Square footage (and %) of the shared court that is landscaped: _____

15. Specify courtyard amenities to be provided: _____

16. The project will be using the GREEN FACTOR for landscaping? Y N If yes, the GF score is: _____
• If GF is used, please fill out and submit a GF worksheet with the landscaping plan.

Depending on the nature of the project, additional information may be required.



SPECIFIC INFILL HOUSING APPLICATION WORKSHEET
GARDEN COURT

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

Application Requirements:

- A completed Land Use Application form
All of the materials and information required on the Infill Housing Application Checklist
All of the materials and information required on the Site Plan Requirements Checklist
All of the materials and information required by this worksheet
Design Review Application
Subdivision Application, if applicable

Project Data:

- Zoning: Neighborhood: Area:
General Use Type: Use Qualifier: Density:
Parcel size:
Number of dwelling units:
Gross floor area of unit #1: #2: #3: #4:
#5: #6: #7: #8:
Gross floor area of the entire project:
Square Footage of all detached accessory buildings:
Floor area ratio (FAR): FAR bonus taken for use of Green Factor? Y N
Number of dwelling units having: 1 bedroom: 2 bedrooms: 3 bedrooms:
Number of Parking Spaces provided on site:
Height: Please fill out and attach a height worksheet for each proposed building.
Roof pitch is: Green Roof? Y N
Private Open Space: Total square footage:
Each dwelling unit has at least 100 SF of Private Open Space? Y N
Each dwelling unit has a covered front porch that is at least 50 SF? Y N

13. Shared Open Space: Total square footage: _____

14. Specify amenities to be provided in Shared Open Space: _____

15. The project will be using the GREEN FACTOR for landscaping? Y N If yes, the GF score is: _____

- If GF is used, please fill out and submit a GF worksheet with the landscaping plan.

Depending on the nature of the project, additional information may be required.



SPECIFIC INFILL HOUSING APPLICATION WORKSHEET TOWNHOUSE

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

Application Requirements:

- A completed Land Use Application form
- All of the materials and information required on the Infill Housing Application Checklist
- All of the materials and information required on the Site Plan Requirements Checklist
- All of the materials and information required by this worksheet
- Design Review Application
- Subdivision Application, if applicable

Project Data:

1. Zoning: Neighborhood: Barkley Area: 2
General Use Type: Residential Multi, Planned Use Qualifier: 0 Density: 10,000 sf/unit average
2. Parcel size: 11.3 acres
3. Number of dwelling units: 40
4. Gross floor area of the entire project: 36,800 sf
5. Square Footage of all detached accessory buildings: 0 sf
6. Floor area ratio (FAR): 0.75
7. Number of dwelling units having: 1 bedroom: N/A. 2 bedrooms: 20. 3 bedrooms: 20
8. Number of dwelling units under 1,000 square feet (gross floor area): 20 (992 sf)
9. Number of dwelling units of 1,000 square feet or larger (gross floor area): 20 (1405 sf)
10. Number of Parking Spaces provided on site: _____ 1-two bedroom 2-three bedroom
11. Height: Please fill out and attach a height worksheet for each proposed building.
12. Square footage of Private Open Space (each unit must have at least 200 SF): 280 SF /420 SF
 - a. Provided on decks or other structures: 80 SF/160 SF b. Provided as ground oriented landscaping: 200 SF /260 SF
13. Square footage of covered front porches/stoops (each unit must have at least 50 SF): 66 SF
14. GREEN FACTOR score: _____
 - Please fill out and submit a GF worksheet and submit with the landscaping plan.

Depending on the nature of the project, additional information may be required.



WORKSHEET FOR NON-INFILL HOUSING IN THE PROJECT

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

Application Requirements:

- A completed Land Use Application form
- All of the materials and information required on the Infill Housing Application Checklist
- All of the materials and information required on the Site Plan Requirements Checklist
- All of the materials and information required by this worksheet
- Subdivision Application

Project Data:

Fill out a separate Application Worksheet for each lot and residential building that is not of common size or design.

1. Zoning: Neighborhood: _____ Area: _____
General Use Type: _____ Use Qualifier: _____ Density: _____
2. Housing Type: BMC 20.30 Single Family BMC 20.32 Multi Family (Specify): _____
 Other (Specify): _____
3. Parent parcel size: _____ Lot # _____ of _____. Lot size: _____.
4. Floor area of each dwelling unit: #1: _____ #2: _____ #3: _____

5. Total floor area of residential building(s): _____
6. Square Footage of all detached accessory buildings/garages: _____.
7. Number of Bedrooms per unit: _____
8. Number of Parking Spaces provided on site: _____
9. Building Height is _____ as measured from Height Definition # _____.
10. Lot Coverage: _____ SF = _____ %.
11. Open Space: _____ SF = _____ %.
12. Usable Space: Required _____ SF. Provided: _____ SF.
13. Nonconforming? Y N (Specify): _____

Depending on the nature of the project, additional information may be required.

MAILING LIST INSTRUCTIONS

Applicants are responsible for providing an accurate mailing list and typed mailing label forms using information from the Whatcom County Assessor's Office. Errors in mailing labels may result in process delays and re-notice fees.

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

Go to the Whatcom County Assessor's Office on the first floor of the Whatcom County Courthouse, 311 Grand Avenue, Bellingham, 360-676-6790. Business hours are 8:30 AM to 4:30 PM Monday through Friday. 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). Measure the required ownership notice distance on the map from the boundary of the project parcel(s). The required distance (commonly 500 feet) is specified on the application form.

Copy the parcel number for each parcel within or partially within the notice distance onto the mailing list form. 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.

Look up the name and mailing address of the owner of each parcel number and record it on the mailing list form. This can be done from the computer data base using the terminals at the Assessor's Office or you can access the same data base through the Internet. The data base is located at www.whatcomcounty.us/assessor/index.jsp under "Real Property Search." 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.

Mailing List Label Format

Type addresses on Avery 5160 labels or in Avery 5160 label format, or type on label grid format provided by the Permit Center. Include owner, applicant and contact for the proposal. Include the Mayor's Neighborhood Advisory Commission member(s) and neighborhood association(s) as described below.

The names must be typed in the format shown below, with one address per grid.

Format: Owner's Name
 Owner's mailing address
 City, State Zip Code

Do not 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.

Do not list the tax parcel number on the labels.

Adding Neighborhood Representatives and Associations

The following addresses must be added to the mailing list:

For the neighborhood in which the project is located and any neighborhood within the required notice distance (usually 500 feet) from the boundary of the project site:

1. The Mayor’s Neighborhood Advisory Commission member for the neighborhood; and
2. Any neighborhood association registered with the Planning and Community Development Department.

Contact Planning Division staff at the Permit Center, Bellingham City Hall, 210 Lottie Street (360-778-8300) to determine which neighborhood representatives and associations must be added to your mailing list and obtain addresses. Add the addresses to the label format for your permit application.

The following neighborhoods are within the required notice radius (check all that apply):

- Alabama Hill
- Barkley
- Birchwood
- City Center
- Columbia
- Cordata
- Cornwall Park
- Edgemoor
- Fairhaven
- Happy Valley
- Irongate
- King Mountain
- Lettered Streets
- Meridian
- Puget
- Roosevelt
- Samish
- Sehome
- Silver Beach
- South
- South Hill
- Sunnyland
- Whatcom Falls
- WWU
- York
- Urban Village: _____

Application file number/address: _____

Checked by staff: _____

NAMES AND MAILING ADDRESSES OF SURROUNDING PROPERTY OWNERS.

Following are the names and mailing addresses of all property owners having property within 500 feet of the exterior boundary of the subject property. Said names are as recorded in the Whatcom County Assessor's Office and as appear in the authentic tax records of this County. (Attach extra pages if needed.) Also provide mailing labels for each address listed, per the attached mailing list label instructions.

PRINT CLEARLY OR TYPE (IN BLUE OR BLACK INK)

NAME OF CONTACT PERSON	MAILING ADDRESS	CITY/STATE	ZIP CODE
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_____	_____	_____	_____
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NAME OF NEIGHBORHOOD REP/ASSNS	MAILING ADDRESS	CITY/STATE	ZIP CODE
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NAMES OF PROPERTY OWNERS	MAILING ADDRESSES	CITY/STATE	ZIP CODE	PARCEL NUMBER	LOT/BLOCK/PLAT
--------------------------	-------------------	------------	----------	---------------	----------------

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I _____ being duly sworn on oath, hereby certify that I have familiarized myself with the rules and regulations with respect to preparing and filing this application, that the foregoing statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief, and that the list of names and addresses of property owners within 500 feet of the subject is complete and correct according to the records of the Whatcom Assessor's Office as of _____, 20 _____. I understand that if this list does not contain accurate information as listed in the Assessor's Office, this application may be successfully challenged and result in the necessity to reapply.

Subscribed and sworn to before me this _____ day of _____, 20_____.

Signature _____

 Notary Public in and for the State of Washington
 Printed name _____
 Residing at _____

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