



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"/> Interim Housing Permit <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"/> Temporary Shelter Application <input type="checkbox"/> Variance <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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INTERIM HOUSING PERMIT APPLICATION PACKET

Use this packet to apply for a Type I, Type II or Type III-A interim housing permit. If you are applying for a Type III-A permit, also complete a conditional use permit application. "Interim housing" means a facility that:

- Includes overnight sleeping accommodations for those who are homeless-on-entry, whether generally or for specific populations (e.g. youth, those with mental health challenges, families with young children, and seniors);
- Is located in a building or other permanent structure;
- Is of longer operational duration than a temporary shelter;
- Hosts residents on a daily, weekly, monthly, or multiple month basis; and
- Includes a sponsor and managing agency.

Applicants are strongly encouraged to discuss their potential project with planning staff (210 Lottie Street, City Hall or 360-778-8300) early in the project planning process to determine if the project is viable and which permit(s) might be required. Please note that additional permits (e.g. building permit) may be required.

Please read **BMC 20.15A** thoroughly prior to completing this application.

Conditions, waivers and appeal information

- Because each interim housing facility has unique characteristics including, but not limited to, size, duration, uses, number of occupants and composition, the director or Hearing Examiner has the authority to impose conditions on the approval of an interim housing permit to ensure that the proposal is in conformance with the interim housing standards.
- The director or Hearing Examiner may approve an interim housing permit that waives one or more of the standards in BMC 20.15A only when, in addition to satisfying the decision criteria, the applicant submits a description of the standard to be waived and demonstrates how the modification would result in a safe facility with minimal negative impacts to the host community under the specific circumstances of the application.
- The director's decision may be appealed to the hearing examiner as provided in BMC [21.10.250](#).

INTERIM HOUSING PERMIT APPLICATION CHECKLIST AND REQUIREMENTS

To assist planning staff in reviewing your application, the following items must be complete. The applicant should check the boxes and submit this checklist with the application requirements. Attach additional sheets when necessary.

See BMC 20.15A for all requirements associated with interim housing. Staff will help applicants determine which requirements are applicable and may request additional information. The Planning Director and Hearing Examiner have the ability to waive requirements as stipulated in BMC 20.15A.

Pre-Application Requirements (before this application is submitted)

- Applicants are strongly encouraged to discuss the interim housing permit process and criteria with planning staff early in the project planning process.

- For Type II and Type III-A permit applications, written notice and an opportunity for comment must be provided to any licensed child care facility and the administration of any public or private elementary, middle, junior high or high school within 600 feet of the boundaries of the proposed site. This noticing requirement and any modification of the proposal in response to comments should occur prior to submittal of the application. This noticing requirement is separate from the standard noticing process.

Type of Interim Housing Permit Requested

- Type I Type II Type III-A (Conditional Use)

Sponsor

Name: _____ Phone: _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____

Managing Agency

Name: _____ Phone: _____

Address: _____ City/State/Zip: _____

Email Address: _____

Point of Contact (24-hour accessible via phone)

Name: _____ Phone: _____

Facility Information

Requested maximum number of residents: _____

Requested number of adult beds: _____

Total floor area of facility: _____ square feet

Type of building:

Single-family Multi-family Other _____

Is the building:

New Existing

Application Requirements (Check these boxes and submit with the application, when applicable)

- A land use application.
- For Type III-A permits, an application fee (see land use fee schedule)
- For Type II and Type III-A permits, a mailing list and labels for owners of property within 500 feet of the site boundary of the subject property as listed by the Whatcom County assessor records (see attached mailing instructions).
- Environmental checklist (SEPA) (if required).
- A vicinity map showing the location of the site in relation to nearby streets and properties.

Check these boxes and submit separate pages with the application, when applicable:

- For Type II and Type III-A permits, a copy of the letter sent to licensed child care facilities and the administration of any public or private elementary, middle, junior high or high school within 600 feet of the boundaries of the proposed site, as well as any comments that were submitted and how they were addressed in the proposal.
- A written summary of the proposal that includes the sponsor and/or managing agency's mission statement and a statement of intent.
- Experience of the sponsor and managing agency in providing similar services to people experiencing homelessness and/or certifications or academic credentials in an applicable human service field; and/or applicable experience in a related program with people experiencing homelessness.
- An operations plan that includes the elements outlined in BMC 20.15A.020.Q.
- A description of transit, pedestrian and bicycle access from the subject site to services and schools.
- A list of other permits that are required for the project (issued by the City or other government agencies). Consult with City staff for assistance.
- If requesting a **waiver** from one or more of the interim housing standards, please list the standard(s) you are requesting to be waived, along with a brief description of how the waiver(s) would result in a safe shelter with minimal negative impacts to the host community under the specific circumstances of the application (see BMC 20.15A.050 for more information on waivers).

Required Plans for Type I and Type II permits only. See CUP application for Type III-A permit requirements. Check these boxes and submit one paper copy or an electronic version of the plans with the application. If submitting paper plans, they should be 8.5" by 11" or 11" by 17."

- A site plan of the property, drawn to standard architectural or engineering scale. The scale should allow clear depiction of all required information, typically 1" = 10' and 1" = 40.' The site plan should include the following information, when applicable:
 - Property lines and dimensions;
 - Total site area in square feet;
 - Existing and proposed natural features, including landscaping;
 - Critical areas on or within 150 feet of the site;
 - Existing and proposed contours;
 - Existing utilities;
 - Existing rights-of-way and improvements within the rights-of-way;
 - Existing and proposed buildings and structures;
 - Outdoor waiting areas;
 - Fencing;
 - Lighting;
 - Trash receptacles;
 - Bicycle parking; and
 - Off-street parking.

- Dimensioned floor plans of buildings or portions of buildings to be used as interim housing, drawn to scale. The scale should allow clear depiction of all required information, typically 1/4" = 1' and 1/8" = 1.' The plans should include the following information, when applicable:
 - Total floor area in square feet;
 - Labels of all rooms and uses (e.g. toilets, hand washing, cooking facilities, etc.);
 - Fixed equipment;
 - Cabinets;
 - Counters;
 - Fire extinguishers; and
 - Location and swing direction of all doors and windows.

MAILING INSTRUCTIONS – (TYPE II and TYPE III-A PERMITS ONLY – ALSO SEE CONDITIONAL USE PERMIT APPLICATION IF TYPE III-A PERMIT)

As you get ready to prepare your labels, please 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
 - 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>)
- The mailing information has been printed on Avery 5160 labels (see attached example)
- All of the information **completely fits** on a single label
- The 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. The 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 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 Department 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

This form must be notarized. Please include a copy of the parcel numbers and property owners' names and mailing addresses.

<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 2211 Rimland Drive, #301 Bellingham, WA 98226</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>

