



**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



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**LANDMARK CERTIFICATE OF ALTERATION**  
**(Process Type VII)**

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

**Application Requirements:**

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

**Project Data:**

Use this form to request approval to make alterations to a building, site or structure on the local historic register. Your application will be judged against the following criteria. Please answer these questions thoughtfully and attach additional pages as needed.

1. Nature of the request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Site area of subject property is \_\_\_\_\_ square feet.
3. Explain how the proposed work would not detrimentally alter, destroy, or affect any landmark feature: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Explain how, in the case of construction of a new building or structure upon a historic site, the exterior of such construction will not adversely affect and will be compatible with the external appearance of existing designated buildings and structures on the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **BMC 17.90.060**

### **A. Review Required**

No person shall construct any new building or structure, or reconstruct, alter, restore, remodel, repair, move, or demolish any existing building, structure, or object on any property individually listed on the City of Bellingham's Register of Historic Places or listed on the Register as a contributing property to a historic district without receipt of a Certificate of Alteration, or in the case of demolition, a Certificate of Demolition, as a result of the review in subsection C below. The review shall apply to all exterior features of the property and those interior features which the Commission has designated as historic features. If the interior historic features of a property listed on the Register prior to the date of this ordinance have not been designated, the Commission shall identify those features prior to the Commission's or Commission's staff's review of the application for compliance with this section.

### **B. Exemptions**

The following activities do not require a Certificate of Alteration:

1. Ordinary repairs and maintenance as defined in BMC 17.90.030;
2. Emergency repairs as defined in BMC 17.90.030; or
3. Work to the interior features of the property which the Commission has not designated as historic features.

### **C. Review Process**

1. The Director of the Planning and Community Development Department or his designee shall report any application for a permit to work on a designated register property to the Commission. If the activity is not exempt from review, the Commission or professional staff shall notify the applicant of the review requirements. The Planning and Community Development Department shall not issue any such permit until it receives a Certificate of Alteration or Demolition.
2. The owner or his/her agent (architect, contractor, lessee, etc.) shall apply to the Commission for a review of proposed changes to a register property and request a Certificate of Alteration or, in the case of demolition, a Certificate of Demolition.
  - a. Administrative review by Commission staff. A Certificate of Alteration may be issued by Commission staff using the Type I process in BMC 21.10.100 for repairs and replacements-in-kind that are listed below:
    1. Repairs (other than ordinary repair and maintenance) using the same materials and design as currently exist;
    2. Re-roofing using the same type and color of material;
    3. Replacement of sidewalks and driveways using the same type and color of materials;
    4. Replacement of foundations or major portions thereof, using the same type and color of materials;
    5. Repair or replacement of utility systems; and
    6. Structural or seismic upgrades which do not alter or affect a significant historic feature.

**Appeals of the Commission staff's decision shall be to the Commission and not the Hearing Examiner.**

- b. Review by the Commission. All applications which do not qualify for administrative review by Commission staff shall be reviewed by the Commission using the Type VII review process in BMC 21.10.160. The Commission shall issue written findings and a decision based on the criteria in BMC 17.90.060(D) or (E).

- c. An owner of a property may request that his/her application for a Certificate of Alteration be consolidated with his/her application for listing the property on the Historic Register. In such cases, both applications shall follow the Type VII review process in BMC 21.10.160.

#### **D. Certificate of Demolition Criteria**

1. A Certificate of Demolition is required before the Planning and Community Department may issue a permit to allow whole or partial demolition of a designated register property. The owner or his/her agent shall apply to the Commission for a review of the proposed demolition and request a Certificate of Demolition.
2. The applicant shall prepare a report for the Commission analyzing the following alternatives (listed in descending order of preference) explaining why each alternative is or is not feasible:
  - a. Redesigning the project to avoid any impact to the historical structure or its setting;
  - b. Incorporating the structure into the overall design of the project;
  - c. Converting the structure into another use (adaptive use);
  - d. Selling the structure at no more than fair market value to an owner who will maintain the historic structure;
  - e. Relocating the structure on the property;
  - f. Relocating the structure to another property;
  - g. Salvaging from the structure historically significant architectural features and building materials; and
  - h. Documenting the structure as a whole and its individual architectural features in photographs, drawings, and/or text. Such documentation shall be submitted to, and archived by, the Planning and Community Development Department.
3. If the Commission finds that there is no feasible alternative to demolition, the Commission shall issue a Certificate of Demolition. The Commission may attach conditions to the certificate to mitigate the loss of the historic property. The Certificate and any conditions shall become conditions of approval of the demolition permit issued. After the property is demolished, the Commission shall initiate removal of the property from the Register.

#### **E. Certificate of Alteration Criteria**

The Commission shall issue a Certificate of Alteration if it determines:

1. The proposed work will not detrimentally alter, destroy, or affect any historic feature; or
2. In the case of construction of a new building or structure upon a historic property, the exterior of such construction will not adversely affect and will be compatible with the external appearance of the existing designated buildings and structures on the property.

If the Commission issues a Certificate of Alteration, the Planning and Community Development Department may then issue the permit for the work subject to any conditions contained in the Certificate of Alteration.

## **PLANS REQUIRED**

Submit two sets of the following information (if larger than 11" x 17") and one (1) 8 ½" x 11" reduction of suitable quality for copying.

### **A. Site plan (s)**

1. Scale shall be appropriate but in no case less than 1" = 40' scale.
2. The property lines of subject parcel.
3. All proposed and existing structures, including pavement areas, parking design and location of storm water facilities.
4. If the project involved new construction, show existing and proposed topography lines.

### **B. Landscape plan**

A general landscaping plan showing the location of existing vegetation, any trees to be added or removed, and proposed types and locations of new landscaping.

### **C. Floor plans**

1. All existing and proposed buildings, including use of space.
2. Roof plan showing mechanical unit(s) location, if not shown on the site plan.
3. Recycle/garbage location and enclosure materials if not shown on the site plan.
4. Access for people with disabilities.

### **D. Building elevations (side views) for all proposed structures or additions including:**

1. Show existing and proposed grade levels and label height of building above grade (see height definitions in BMC 20.20).
2. Proposed exterior materials. Clearly identify all new materials.
3. Mechanical units, including elevator structures and garage mechanical ventilation units. Show how larger mechanical units will be screened and/or not visible to the public.

### **E. Proposed signs**

Location, size, photo simulation, materials, any mechanical equipment, and design.

### **F. Photos and illustrations**

Plans, photos, photo simulations, perspective views, or other materials that illustrate how the proposal satisfies the criteria for Certificate of Alteration under BMC 17.80.080.

### **G. Material samples**

Samples of proposed materials may be required.

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## **NOTE:**

1. Under no circumstances should the applicant discuss the application with the Historic Preservation Commission members prior to the public hearing.
2. The applicant or an authorized representative must be present at the public hearing.
3. The Historic Preservation Commission strongly recommends an architect or architectural historian supply the design for a Certificate of Alteration.

# 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.



## Address Information Verification

I / We \_\_\_\_\_, 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' 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF WASHINGTON        )  
  ) SS  
COUNTY OF WHATCOM      )

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Notary Public:

\_\_\_\_\_  
**Name Printed**

\_\_\_\_\_  
My appointment expires

<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>





**TYPE VII PROCESS**  
(Certificate of Alteration)

