



**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)

**LOCAL LANDMARK REGISTRY APPLICATION**  
**(Process Type V-B)**

(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 by this form
- Application fee payment
- Mailing list and labels for 500 foot radius

**Project Data:**

1. Nomination Statement (Refer to the attached criteria for historic building designation. Prepare a written statement stating the reasons why the building should be placed on the local registry). \_\_\_\_\_

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2. Attachments: Please feel free to include any information, materials, or photographs, which you feel are pertinent to placement of the building on the local historic registry.

**Please complete the following information:**

**Attach**

1. A Nomination Statement discussing why this building should be placed on the Historic Register. (Refer to the criteria in Bellingham Municipal Code 17.90.050.)
2. Information on how this proposal is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of the community.
3. Information on how this proposal meets one or more of these three criteria:
  - a. It is associated with events that have made a significant contribution to the broad patterns of national, state, or local history, **or**
  - b. It embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction; **or**
  - c. It represents a significant and distinguishable entity whose components may lack individual distinction.

**List** (Attach additional sheets if necessary)

1. All significant historic, artistic, and decorative features of the building, such as doors, windows, and trim. \_\_\_\_\_  
\_\_\_\_\_
2. Any additions or changes to the building since construction. Include the date of new construction. (Work more than 50 years old may contribute to the building's historic nature.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Provide** (Attach additional sheets if necessary).

1. Black and white photographs of the entire exterior and close-up photographs of design details. (Include an index map showing where the photos were taken).
2. All available older photographs of the building, especially photographs that are 50 or more years old.
3. A site plan or air photo at an appropriate scale (no less than 1" = 40'). (Include property lines, structure(s), and recycle/garbage location and enclosure materials).
4. A Landscape Plan showing location and species of significant trees more than 50 years old.
5. A roof plan showing the location of mechanical unit(s) (if not shown on the site plan).

**Additional Information:** (Attach additional sheets if necessary)

1. Include other information, materials, and photographs that explain why the building should be placed on the local historic register.
2. If all or part of this building's interior would be included:
  - a. List Interior Features with architectural detail or other distinction that contribute to the property's historic designation.
  - b. Provide floor plans. Discuss the use of these interior space(s).
  - c. Include black and white photographs of the entire interior as required above.

I/we, \_\_\_\_\_, property owner(s) of  
\_\_\_\_\_ do hereby nominate this building for  
placement on the local historic registry.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

# 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>



**TYPE V-B PROCESS**  
(Local Historic Register)

