



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"/> Short Term Rental <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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**LOT LINE ADJUSTMENT APPLICATION - PRELIMINARY AND FINAL APPROVAL
(Process Type I)**

** Use this application only if doing a lot line adjustment, which is a change(s) of property lines associated between two or more lots with each lot containing a buildable area that does not increase the number of lots.

A lot line adjustment includes a two-step approval process, preliminary and final. This application includes the submittal requirements for each process; the submittal requirements for final approval should be submitted only after preliminary approval has been issued by the city, unless specifically discussed with the city.

PRELIMINARY APPROVAL

Application Requirements:

- A completed Land Use Application form.
- A completed Legal Lot Application form, unless specifically waived.
- A completed Lot Line Adjustment Application form, including all information required by this form.
- Written response to the performance criteria pursuant to BMC 23.08.030.
- Written response to the decision criteria pursuant to BMC 23.10.030.
- A completed Departure and/or Variance Application form(s), if a departure and/or variance is requested.
- Application fee payment.

Project Data:

1. Name of Lot Line Adjustment _____ Number of Lots _____

2. Property owner information:

Name: _____ Name: _____

Address: _____ Address: _____

Phone number: _____ Phone number: _____

Email: _____ Email: _____

3. Surveyor information:

Name: _____ Address: _____

Phone number: _____ Email: _____



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PRELIMINARY APPROVAL

Submittal Requirements:

- The application submittal materials required by this form.
- A dimensioned preliminary lot line adjustment map that shows 'old' and 'new' property lines, lot areas, structures, open parking areas and distances of structures measured from the property line.

FINAL APPROVAL

Submittal Requirements:

The submittal requirements shall be prepared and submitted in electronic format as a .pdf. document that conforms to the provisions of Title 23 BMC, unless otherwise determined by the city:

- A plat certificate, dated not more than 30 days prior to filing the final recording documents for the lot line adjustment, that includes all parcels within the proposed adjustment area; and
- Final recording document prepared by the city and signed by all persons having an ownership interest within the lot line adjustment boundaries containing the following exhibits:
 - Exhibit A: Legal descriptions, prepared and signed by a licensed land surveyor, of all lots as they appear before the lot line adjustment; and
 - Exhibit B: A final lot line adjustment map based upon a survey of record, prepared and signed by a licensed surveyor prepared in accordance with Chapter 23.36 BMC, that shows 'old' and 'new' property lines, lot areas, structures, and distances of structures measured from the property line; and
 - Exhibit C: Legal descriptions, prepared and signed by a licensed land surveyor, of all lots as they appear after the lot line adjustment.
- Conveyance document(s)/deed(s), prepared by a title company, registered surveyor and/or licensed attorney that include language clearly binding the conveyance area to the remainder portion of the property.
- Approval of all other permits determined necessary for the city to grant final approval of the approved lot line adjustment consistent with the Bellingham Municipal Code.
- Additional material as determined by the city to review the proposal consistent with the Bellingham Municipal Code.