



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: _____	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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PARKING ADJUSTMENT APPLICATION
(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

The below listed property owner(s) hereby make a request for:

- Parking waiver under BMC Section 20.12.010 (A)(3) (A)(4)
- Parking reduction under:
 - BMC Section 20.12.010(A)(5)(a-c) BMC Section 20.12.010(A)(5)(d)
 - BMC Section 20.35.075(D) BMC Section 20.37._____ for _____ Urban Village
- Joint/shared parking among uses on the **same site** under BMC Section 20.12.010(A)(6)
- Joint/shared parking among uses on **different sites** under BMC Section 20.12.010(A)(6)

Property owner(s) (List all persons with an ownership interest in the property if different than applicant.):

Name: _____ Phone: _____ Fax: _____

Address: _____

Signature: _____

Name: _____ Phone: _____ Fax: _____

Address: _____

Signature: _____

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.

Signature by Owner/Applicant/Agent _____, Date _____

City and State where this application is signed: _____, _____

City

State

Street Address(s) and parcel number(s) of subject property requiring parking: **(required for complete application)**:

Address: _____

Tax Assessor's Parcel Number(s) _____

Legal description of property requiring parking (attach if necessary): _____

Description of the proposed project requiring parking: _____

Parking Spaces:

Number required for proposed project under the standard parking requirements of BMC 20.12 (attach calculations): _____

Number of parking spaces to be provided on site: _____

Parking Waiver / Reduction Requests (Complete #1 – 3)

1. Number of required parking spaces requested to be waived: _____
2. Number of required parking spaces requested to be reduced: _____
3. Number of street parking stalls available within a 500' walking distance: _____

Joint/Shared Parking Among Uses on Different Sites (Complete #4 – 7)

4. Street Address and parcel number(s) of property providing joint parking (must be within 1,000 feet of subject project):

Address: _____

Tax Assessor's Parcel Number(s) _____

Legal description of property providing joint parking (attach if necessary):

5. Number of parking spaces on the site listed in #4 to be used exclusively by the subject project (private off-site parking): _____
6. Number of parking spaces on the site listed in #4 to be shared with the subject property due to different hours of parking demand: _____
7. Describe or attach draft legal documents proposed to regulate the joint parking. Indicate whether it is an easement or agreement, the duration and the terms for cancellation. A permanent parking easement may be required as a condition of approval.

SUBMITTAL REQUIREMENTS:

The following submittals are required for all parking adjustment requests. (Site and floor plan submittals may be waived if these plans have been submitted with a concurrent building or land use permit application.)

1. Site and Parking Plan (2 sets)

- Scale, north arrow and date drawn. Scale shall be standard architectural or engineering. The scale must allow clear depiction of all required information, typically between 1" = 10' and 1" = 40'. (Planned development: between 1" = 20' and 1" = 100').
- All lot lines and site boundary dimensions.
- Location, dimensions, gross floor area and use of existing and proposed structures. Indicate all structures to be demolished. Clearly label and distinguish proposed from existing structures.
- Distances between structures and property lines.
- Location and design of all paving.
- Walkways and bicycle paths.
- Existing and proposed easements.
- Distances between proposed buildings, parking areas and property lines.
- Location, dimension and number of parking spaces (including accessible spaces), bicycle parking, drop-off areas and driveway access.
- All significant man-made or natural features (retaining walls, ponds, woodlands, streams, etc.)
- Abutting streets and sidewalks; note any on-street parking areas.
- Any other feature necessary to explain the request or address the criteria for approval.

2. Floor Plans

- Scaled floor plans for all existing and proposed buildings with uses labeled.

3. Parking Studies and Documents

All Applications

- Parking calculations for all facilities associated with the parking waiver, parking reduction or shared parking, based on BMC 20.12 parking requirements.

Parking Waiver

- Provide an analysis of the effect of the proposed parking waiver on street parking demand consistent with BMC 20.10.010(A)(3) or (4). The Director may require specific information or a professional analysis, depending on the location and amount of spaces requested to be waived.

Parking Reduction

- Provide an analysis of the effect of the proposed parking reduction consistent with BMC 20.10.010(A)(5)(a-c) or the corresponding urban village per BMC 20.35 or 20.37. The Director may require specific information or a professional analysis, depending on the location and amount of spaces requested to be reduced.

-OR-

- The applicant will pay into a City adopted fee-in-lieu-of-parking program at the prevailing rate established by the program, consistent with BMC 20.10.010(A)(5)(d).

Shared Parking Due to Different Hours of Parking Demand

- Provide a parking demand analysis prepared by a professional with expertise in preparing parking and traffic analysis pursuant to BMC 20.10.010(A)(6). Professional preparation may be waived by the Director based on the scope of the request. The analysis shall include peak hour data and use commonly accepted methodology such as the Urban Land Institute Shared Parking study.