



**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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**PLANNED DEVELOPMENT PROCEDURE AND REQUIREMENTS**  
**(Process Type II)**

PLEASE TYPE OR PRINT CLEARLY IN BLUE OR BLACK INK

**Project Data:**

1. Legal Description of Property \_\_\_\_\_  
\_\_\_\_\_
2. Size of subject property is \_\_\_\_\_ square feet.

**Land Use Classification:**

1. Neighborhood Plan Name \_\_\_\_\_
2. Subarea Number \_\_\_\_\_ General Use Type and Use Qualifier \_\_\_\_\_
3. Have you had a pre-application meeting with Planning Staff regarding this project? \_\_\_\_\_  
Staff Contact: \_\_\_\_\_
4. Description of the proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL CHECKLIST:**

<input type="checkbox"/>	Pre-application neighborhood meeting notice	A pre-application neighborhood meeting must be completed unless a written waiver is obtained from the Planning & Community Development Department.
<input type="checkbox"/>	Pre-Application conference	A pre-application conference or written waiver is required.
<input type="checkbox"/>	Transportation Certificate of Concurrency	Submit if required. See Transportation Concurrency form.
<input type="checkbox"/>	Land Use application form	All requested information must be provided.
<input type="checkbox"/>	Filing fee	Applicable fee as calculated by Planning staff. See separate Fee Schedule.
<input type="checkbox"/>	Mailing list and labels	Complete the attached Names and Mailing Addresses of Surrounding Property Owners for property within 500 feet, including label format.
<input type="checkbox"/>	Environmental checklist (SEPA)	Submit if required.
<input type="checkbox"/>	Title Report	A current title report issued by a title company within 90 days on the subject property. Current shall mean within 90 days prior to the date of planned development application.
<input type="checkbox"/>	Vicinity map	Clearly show the location of the property.
<input type="checkbox"/>	Site Plan (6 copies)*	Provide all information required on the attached Site Plan Checklist.
<input type="checkbox"/>	Building Designs (6 copies)*	Provide building elevations and floor plans. * For minor alterations to existing developments, Planning staff may waive portions of submittal requirements not needed for project review.
<input type="checkbox"/>	Plan Reductions	Provide 8.5" x 11" reduction of site plan and building design.
<input type="checkbox"/>	Residential Plan Data Sheet	Complete the attached Multi-family Residential Plan Data Sheet for residential projects.
<input type="checkbox"/>	Associated Land Use Applications	All Type II land use applications required for the project must be submitted, unless separate submittal has been authorized.
<input type="checkbox"/>	TDR / PDR	Is the proposal utilizing Transfer of Development Rights (TDR) / Purchase of Development Rights (PDR)? _____ If yes, identify the number to be transferred or purchased. <b>(Note: TDR / PDR may only be used within a City TDR / PDR receiving area.)</b>



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## SITE PLAN CHECKLIST

Provide a site plan containing the following information. This checklist is divided by type of development. Provide the information under each heading that applies to your project.

The Planning Department may require additional information when necessary to evaluate the proposal.

Please contact the Planning Department at 360-778-8300 if you have any questions.

### **Existing Site Conditions (Include this information on all site plans):**

- 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 structures. Indicate all structures to be demolished.
- Distances between structures and property lines.
- Location and design of all paving.
- Walkways and bicycle paths.

### **New Development**

- Proposed lot lines.
- Existing and proposed easements.
- Location, dimensions, and use of proposed buildings and structures. Include decks, patios, fences and signs.
- Distances between proposed buildings, parking areas and property lines.
- Existing and proposed elevation contours at intervals of not greater than 5 feet. Provide 2 foot contours when requested by the Planning Department.
- Location, height, top elevation and width of existing and proposed retaining walls and rockeries. Cross sections may be required.
- Location, dimension and number of parking spaces (including accessible spaces), bicycle parking, drop-off areas and driveway access.
- Proposed and existing pedestrian walkways and surfacing.
- All significant man-made or natural features (ponds, woodlands, streams, etc.)
- Proposed storm water detention and treatment features (swales, ponds, vaults, etc.) Size, location and type of facilities on this preliminary plan shall be consistent with City, State and Federal requirements for storm water management.

*(Note: The preliminary plan shall be designed or reviewed by a Civil Engineer registered with the State of Washington for conformance with regulations. The City may ask for information to corroborate the preliminary design. Any regulatory deficiencies in the proposed storm water plan are wholly the responsibility of the proponent and/or the engineer. You may be required to apply for amendments to land use and design permits if there are changes in the final storm water facilities that affect the site design.)*

- All existing street and alley rights of way abutting the site. Include street name, width of right of way and location of existing improvements such as sidewalk, curb, medians, bus stops, overhead utility lines, street trees, street lights and street improvement width. Note any proposed changes to the street design.
- Location of existing and proposed utilities within the site such as sewer, water, gas and electricity.
- Location of existing fire hydrants.
- Proposed garbage/recycling collection areas and dimensions.
- Location and type of proposed exterior lighting.
- Location of proposed signs.
- Land uses, lot lines and approximate location of structures and pavement on abutting properties.

### **Conceptual Landscaping Plan**

- Scale
- Abutting street right of way to the curb
- Rockeries, retaining walls and fences
- Surface storm water facilities
- Buildings and paving
- Topographic contours
- Wetlands, ponds, streams and proposed buffers
- Existing vegetation to be retained
- General location and type of proposed trees, shrubs and ground cover

### **Multifamily Residential or Single Family Attached Development**

- Dimensions, design and location of required usable space and proposed recreation facilities.
- Group mailbox location.
- Approximate location of open space or outdoor recreation areas on abutting sites.

### **Commercial or Industrial Development**

- Identification of service truck access routes.
- Loading areas.
- Outdoor storage or display areas.
- Location and type of screening and buffering proposed.

### **Environmentally Sensitive Areas on or Adjacent to the Site**

- Areas of flood hazard (FEMA floodplain or floodway).
- Wetlands on site and within 100 feet of the project boundary.
- Streams, ponds or lakes on site and within 200 feet of the project boundary.
- Marine shoreline within 200 feet of the project site.
- Proposed wetland and water body setbacks and buffers.
- Conservation easements or other development restrictions affecting the site.



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MULTIFAMILY RESIDENTIAL PLAN DATA SHEET

Provide the following information for the proposed development. Use definitions and calculation methods in BMC Title 20 Land Use Development.

If the project is located in a Planned land use district (Use Qualifier) or has applied for a City of Bellingham multifamily tax exemption, enter the development contract or application number:

Not applicable Contract/application number: \_\_\_\_\_

Total number of units: \_\_\_\_\_

Table with 6 columns: Studio, 1-bedroom, 2-bedroom, 3-bedroom, 4-bedroom. Rows include Existing units, Proposed units, - Demolished units, and Total net units.

Total site area: \_\_\_\_\_ sq. ft. Proposed Density: \_\_\_\_\_ sq. ft. of land area / dwelling unit

Lot coverage: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of site

Open space: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of site

Total useable space: \_\_\_\_\_ sq. ft.

Private: \_\_\_\_\_ square feet Common: \_\_\_\_\_ square feet

Describe type of useable space provided: (decks, yards, recreation buildings, type of recreational facilities and equipment) \_\_\_\_\_

Total number of parking spaces proposed: \_\_\_\_\_

\_\_\_\_\_ Garage parking spaces proposed \_\_\_\_\_ Carport parking spaces proposed

Check Yard Setback Options Taken:

- None, Side yard window wall, Rear yard window wall, Side yard wall without window, Rear yard wall without window

Height of tallest building:

\_\_\_\_\_ feet under definition #1 \_\_\_\_\_ feet under definition #2

# 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 II PROCESS

(Administrative Decisions)

