



**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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**APPLICATION FOR REZONE**

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

**Project Data:**

1. Legal Description of subject property \_\_\_\_\_  
\_\_\_\_\_
2. Full legal description of all property represented in the application \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Size of total land area represented in the application: \_\_\_\_\_

**Land Use Classification:**

4. Neighborhood Plan Name \_\_\_\_\_
5. Zoning Area Number \_\_\_\_\_
6. Existing Zoning:  
General Use Type \_\_\_\_\_  
Use Qualifier \_\_\_\_\_  
Density \_\_\_\_\_
7. Requested Zoning:  
General Use Type \_\_\_\_\_  
Use Qualifier \_\_\_\_\_  
Density \_\_\_\_\_
8. Attach an explanation of how the proposed zoning change meets each of the criteria listed in the attached Bellingham Municipal Code 20.19.030 A. (1-6) and at least one of the criteria in 7 (a-c).
9. Is the rezone request related to a development proposal for the property? \_\_\_\_\_  
If so, please provide available plans and information about the project.

## SUBMITTAL REQUIREMENTS AND CHECKLIST:

- |  |   |
|--|---|
| <input type="checkbox"/> Complete pre-application conference                       | A pre-application conference or waiver is required prior to application.  |
| <input type="checkbox"/> A copy of the pre-application neighborhood meeting notice | The applicant must conduct a neighborhood meeting prior to application, per the Neighborhood Meeting Instruction 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 Names and Mailing Addresses of Surrounding Property Owners for property within 500 feet, including label format, per the attached Mailing List Instructions. |
| <input type="checkbox"/> Environmental checklist (SEPA)                            |   |
| <input type="checkbox"/> Map   | Outline the location of the property on the Zoning Map  |
| <input type="checkbox"/> Description of Request                                    | Complete the information requested on Page 2 of this application.   |

### **BELLINGHAM MUNICIPAL CODE - REZONE**

#### **20.19.010 Purpose**

This Chapter establishes the procedures and criteria the City will use in making a decision on an application for a rezone of property. A rezone consists of a change in the boundary of a numbered "Area" on the zoning map adopted pursuant to BMC 20.04.050 A.; a change in the general use type, use qualifier or density of any numbered "Area" as contained in Appendix 20-A; or any change in the conditions imposed or in the terms of a concomitant agreement executed as part of a rezone.

#### **20.19.020 Procedure**

**A.** There are two types of rezones as follows:

**(1) Legislative Rezones.** A rezone shall follow the process in BMC 21.10 for a Type VI process when:

- a.** It is initiated by the City and is an area-wide amendment, is part of a neighborhood plan update or part of a process that includes amending the text of this Title; or
- b.** It requires a concurrent amendment to the comprehensive plan or neighborhood plan.

**(2) Quasi-judicial Rezones.** A rezone shall follow the process in BMC 21.10 for a Type V-A process when it does not meet the requirements of BMC 20.19.20 A. 1.

**20.19.030 Criteria**

A. The City may approve or approve with modifications an application for a rezone of property if:

- (1) It is consistent with the comprehensive plan or corresponds to a concurrent comprehensive plan amendment application;
- (2) It will not adversely affect the public health, safety or general welfare;
- (3) It is in the best interests of the residents of Bellingham;
- (4) The subject property is suitable for development in general conformance with zoning standards under the proposed zoning district;
- (5) Adequate public facilities and services are, or would be, available to serve the development allowed by the proposed zone;
- (6) It will not be materially detrimental to uses or property in the immediate vicinity of the subject property; and
- (7) It is appropriate because either:
  - a. Conditions in the immediate vicinity have changed sufficiently since the property was classified under the current zoning that a rezone is in the public interest; or
  - b. The rezone will correct a zone classification or zone boundary that was inappropriate when established; or
  - c. The rezone will implement the policies of the comprehensive plan.

**20.19.040 Concomitant Agreement**

The City may require that the applicant enter into a concomitant agreement with the City as a condition of the rezone, and may through the agreement impose development conditions designed to mitigate potential impacts of the rezone and development thereto.

**20.19.050 Annexed Property**

The City may establish comprehensive plan and zoning designations prior to annexation that take effect with annexation. Whenever the city does not adopt a zoning designation concurrently with the annexation process, the zoning designation shall be as follows until the zoning classification is amended:

General Use Type:	Residential Single
Use Qualifier:	Detached
Density:	20,000 square foot minimum detached lot size

# 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>





# REZONE PROCESS

(Rezoning that are consistent with the neighborhood/comprehensive plan)

