



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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SHORT SUBDIVISION APPLICATION
(Process Type I)

** Use this application only if requesting a short subdivision and short cluster subdivisions that do not require a Type II or III review process. **NOTE: Please speak to a planner to confirm you are using the correct application form.**

Application Submittal Requirements:

- A completed Land Use Application form.
- A completed Short Subdivision Application form, including all information required by this form.
- A completed Legal Lot Application form, unless specifically waived.
- Written response to the performance criteria pursuant to BMC 23.08.030.
- Written response to the decision criteria pursuant to BMC 23.12.030.
- A completed Departure and/or Variance Application form(s), if a departure and/or variance is requested.
- Application fee payment(s).
- Transportation concurrency certificate, if applicable.

Project Data:

1. Name of Short Subdivision _____ Number of Lots _____

2. Description of proposal and intended use of the proposed lots: _____

3. Property owner information:	4. Surveyor information:
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone number: _____	Phone number: _____
Email: _____	Email: _____

Submittal Requirements:

All submittal requirements required by this application 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. The Short Subdivision Application form shall include the following:

- The application submittal materials required by this form.
 - A vicinity map that clearly identifies the proposal in relation to the surrounding land for a distance of at least a quarter of a mile and additional area, as necessary, to show connecting streets or arterials.
 - The names of all property owners adjacent to the proposed preliminary plat.
- A short plat map that includes the following:
 - Scale between 1" = 10' and 1" = 20'.
 - Proposed lots that are identified and labeled as Lot 1, Lot 2, etc.
 - Proposed area of each lot.
 - Existing and proposed public rights of way, state highways and public open space tracts, trails and parks pursuant to BMC 23.08.030(E), (F) and (G).
 - Existing and proposed utility easements that affect the land proposed for division.
 - Critical areas, including buffers and building setbacks.
 - Existing structures on-site and their distances to proposed and existing property lines.
 - Location of existing on-site parking areas.
 - Topography at 5-foot intervals.
- A preliminary clearing and grading plan pursuant to BMC 23.08.030(C) and (D) that shows retention of natural features and existing and proposed grades of lots and public rights of way.
- Preliminary stormwater management report consistent with Chapter 15.42 BMC for proposals that will generate 5,000 square feet of new or replaced impervious surfaces.
- Legal description of the area being subdivided.
- All other applications determined necessary to process the proposed preliminary plat consistent with the Bellingham Municipal Code.
- Additional material as determined by the city to review the proposal consistent with the Bellingham Municipal Code.

TYPE I PROCESS-PRELIMINARY APPROVAL

(Minor Administrative Decisions)

