



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 II, III-A or III-B)

This application is for all short subdivisions and short cluster subdivisions that require a Type II or III-A process as stipulated in BMC 21.10.040(C), (D) and (E) including the following by process type:

Type II:

1. 5-9 lot short subdivision that does not include use of the cluster provisions;
2. Short cluster subdivision consisting of up to 4 lots not utilizing a density bonus; (Director may require Process Type III-A); and
3. Type I short subdivision application requiring a SEPA checklist.

Type III-A:

1. Short subdivision utilizing the rounding provision pursuant to BMC 23.08.040(D)(2) and not requiring a Type III-B process.

Pre-Application Steps:

- Pre-Application conference or waiver when critical areas permit is required. Identify permit number: PRE_____
- Transportation concurrency certificate, if applicable. Identify permit number: CON_____

Application 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.
- Written response to criteria that is applicable to the proposal specifically for the rounding provision and/or use of cluster provision.
- A completed Departure application form, if a departure and/or variance is requested.
- SEPA Checklist, if applicable.
- Application fee payment(s).
- Mailing list and labels as described in the attached mailing list instructions.

Project Data:

1. Name of Short Subdivision _____

2. Number of Lots _____

3. Description of proposal and intended use of the proposed lots:

4. Developer information, if different than owner or applicant:

Name: _____

Address: _____

Phone number: _____

Email: _____

5. Civil Engineer information:

Name: _____

Address: _____

Phone number: _____

Email: _____

6. Surveyor information:

Name: _____

Address: _____

Phone number: _____

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 on and affecting the site, including buffers and building setbacks.
 - Existing structures on-site and their distances to proposed and existing property lines.
 - Location and dimensions 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.

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. 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

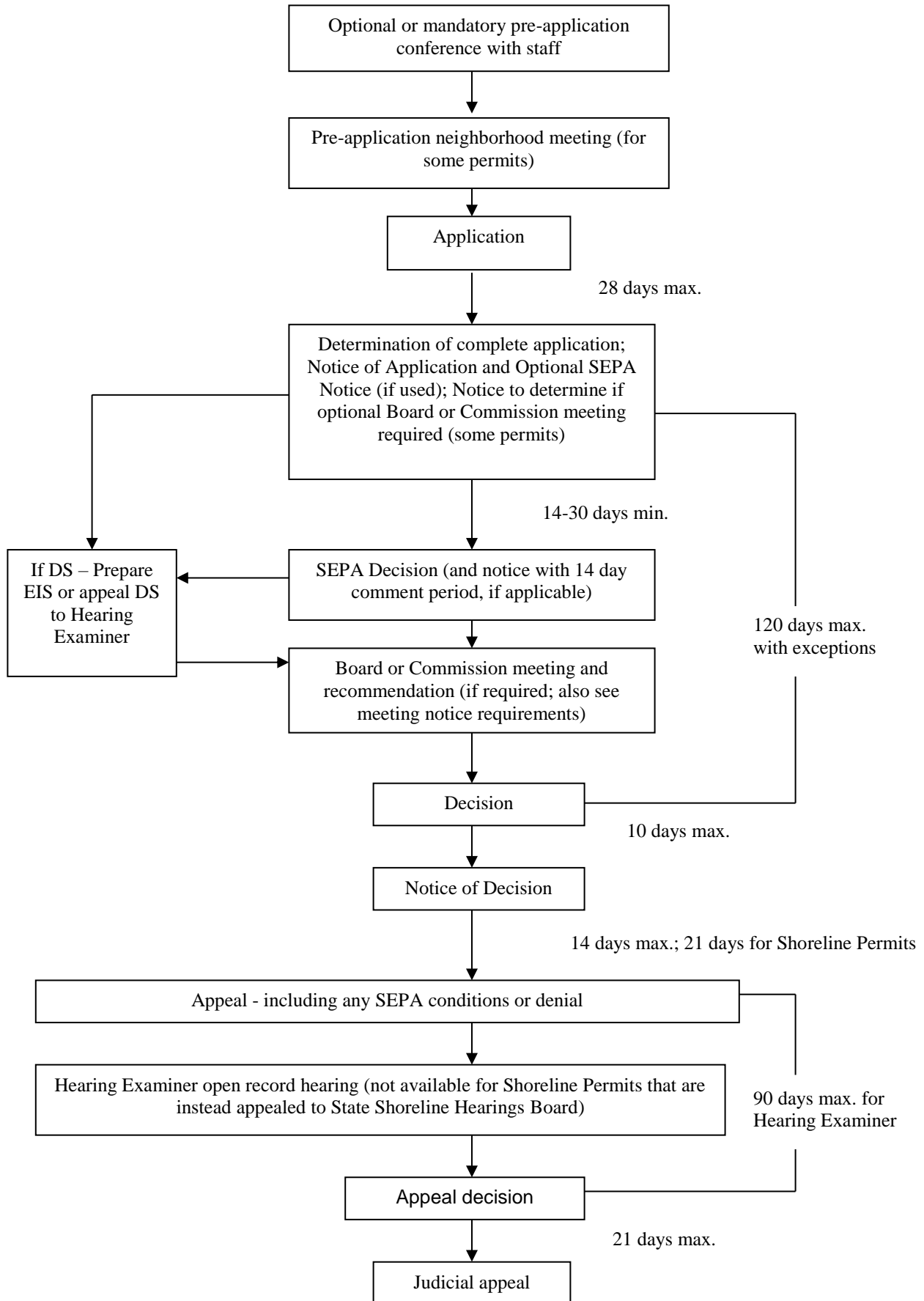
- Labels **must** include the address and fit on one Avery 5160 label:
- Please **DO NOT**
 - o **Repeat names** on the mailing list. If someone is listed as owning more than one property, only list the owner's name and address once on the mailing list.
 - o **List** the tax parcel number on the labels

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>Property Owner Address City, State, Zip</p>	<p>Applicant Address City, State, Zip</p>	<p>MNAC Representative Address City, State, Zip</p>
<p>Neighborhood Association Rep Address City, State, Zip</p>	<p>Bellingham Herald Community News Department 1155 N. State St. Bellingham, WA 98225</p>	<p>All Property Owners within the specified radius:</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-PRELIMINARY APPROVAL
(Administrative Decisions)



TYPE III PROCESS-PRELIMINARY APPROVAL
(Hearing Examiner Decision)

