



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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Special Valuation Application

Required Documentation:

- The legal description of the historic property.
- A copy of one of the following:
 - The covenant placing the property on the Local Historic Register
 - The announcement of the building being placed on the National Register of historic Places
 - Proof the building historically "contributes" to a historic district from:
 - State of Washington Department of Archaeology and/or Historic Preservation for National Register Districts, or
 - Planning Division (for local districts).
- If alterations have been made to this building:
 - Show how the building has not been altered in any way that adversely affects those elements that qualify it as historically significant. (See the Washington State Advisory Council's "Standards for the Rehabilitation and Maintenance of Historic Properties" (WAC 254-20-100).
 - If the changes were made under a Certificate of Alteration, show how the work complied with this Certificate.
- Documentation and a notarized affidavit attesting to:
 - The period of time during which the work was performed.
 - The actual cost of the rehabilitation work (expenses incurred for improvements) that were completed prior to the date of application.
Examples of expenditures that would qualify include:
 - **Exterior:** Windows, Doors, Painting, Roofing, Structural repairs, and Stair and/or elevator towers needed to make building useable.
 - **Interior:** Plumbing, Electrical, Lighting, Wiring, Flooring, Doors, Windows, Heating/air conditioning, Finish Work, and Cabinetry (affixed to the wall).
 - **Other:** Architectural/consultant fees, Taxes, insurance, and utilities during construction, Construction administration expense, Labor; and Construction phase interest expenses.

Examples of Expenditures that **DO NOT QUALIFY**

- Homeowner Labor, Acquisition Costs, Enlargement of the Building, Costs for Permanent Financing, Overhead Fixtures that are not attached, and Landscaping
- Architectural plans or other legible 8 ½" x 11" drawings depicting the former layout of the building and the *completed* rehabilitation work.
- Comprehensive photographs of all exterior surfaces (including all facades, comers and architectural details) and interior surfaces (including wider photographs of all surfaces and closer photographs of specific details that were changed). Provide a key plan, to scale, showing where all photographs were taken.
- Application Fee.

Important Considerations

- If the Commission does not agree that work met rehabilitation requirements, it will not approve the Special Valuation application.
- The historic property must have been substantially rehabilitated (at least 25% of assessed value) within 24 months before the date of application.
- If the property is listed on the National Historic Register, property owners may be able to also apply for federal Investment Tax Credits for the same project.
- The property must be maintained in good condition as long as Special Valuation is in effect.
- The penalty for violating the agreement or other program requirements is substantial: All back taxes that would have been owed and interest on back taxes. Other penalties may be added.
- Due to lag in property tax payments, tax reduction may appear up to two years after application. Tax reduction will always apply for a full 10 years.
- Appeals of Special Valuation decisions are to the Hearing Examiner.

Contact Information

Historic Preservation Commission, c/o Historic Preservation Planner, Planning Division
210 Lottie Street, Bellingham, WA 98225
360-778-8300 FAX 360-778-8302 TDD 360-676-6883 (TDD)

See Bellingham Municipal Code 17.90.030, .050, and .070 for more information.

Special Valuation Process

Special Valuation is a ten year property tax reduction on your upgraded historic building and is governed by complex regulations. The process to apply for Special Valuation is as follows:

- Step 1: Confirm property is listed on Bellingham's Local Historic Register, the Federal National Register, or is "contributing" to a Historic District.
- Step 2: Property owner applies for Certificate of Alteration (C of A) for proposed work on historic building.
- Step 3: Property owner rehabilitates building as per the C of A.
- Step 4: Applicant meets with City's Historic Preservation Planner to discuss Special Valuation application requirements and procedures.
- Step 5: Property owner applies for Special Valuation with the Whatcom County Assessor's Office before October 1st. This application may be no more than 24 months after rehabilitation began. This application is available from the Whatcom County Assessor.
- Step 7: The Whatcom County Assessor forwards the application to the Bellingham Planning Division. The Historic Preservation Planner requests the applicant to submit required documents, as outlined in this application.
- Step 8: The Historic Preservation Commission hears and makes a decision on the application.
- Step 9: If approved, the Planning Division sends the approval to Assessor.
- Step 10: The property owner's property taxes are reduced for 10 years.

Special Valuation Checklist

1. Is your property eligible? (Answer Yes or No.)
 - A. _____ Have you met with the City's Historic Preservation Planner? _____ .
 - B. _____ Is the property on the Local or National Historic Register, or does it contribute to a historic district?
 - C. _____ Does the work comply with the State Council's Standards for Rehabilitation or a Bellingham Certificate of Alteration?

2. If all answers are "Yes", calculate Cost of Rehabilitation:
 - A. Improvements only to existing building? ___ Yes ___ No
 - B. Improvements attached to building to make the building fully useable (not including new habitable floor space): + _____
 - C. Architectural & engineering services for all these improvements: + _____
 - D. 'Qualified rehabilitation expenditures' for the Federal Historic Preservation Investment Tax Credit, that were not included above: + _____

Total cost of rehabilitation*: \$ _____

3. Assessed Value of Building: \$ _____

4. Has:
 - A. the Total cost of rehabilitation been at least 25% of the Assessed Value of the Building before rehabilitation? (Yes or No) _____
 - B. Has this work occurred within 2 years of the date you will apply? (Yes or No) _____

5. If the answers to both 4A and 4B are "Yes", file an application with the Whatcom County Assessor for Special Valuation.