



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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ADMINISTRATIVE SUBDIVISION DEPARTURE APPLICATION

(Process Type I, II, III-A and III-B)

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

This application form is for administrative departures pursuant to Chapter 23.48 BMC.

Application Submittal Requirements:

- A completed Land Use Application form.
- A completed Administrative Subdivision Departure Application form, including all information required by this form.
- Identification of requested departure(s) and the percentage of departure requested pursuant to BMC 23.48.030(C).
- Written response to the departure decision criteria pursuant to BMC 23.48.030(B)(1) for each departure requested.
- Application fee payment.
- Concurrent submittal of a land division application.

Administrative Departures.

Administrative departures from the identified land use and subdivision standards as listed in BMC 23.48.030(C), may be permitted as part of a land division application.

Administrative departures are not variances and are not required to meet the same criteria under BMC 23.48.040. Administrative departures allow the adjustment of standards to achieve better outcomes in cases where strict application of the standard would result in an inferior subdivision design.

Decision Criteria – Administrative departures

To obtain a departure, an applicant must demonstrate that the overall development, including departures from the standards, would better serve the public interest and how each proposed departure meets or exceeds the intent of the respective standard as compared to a strict application of the established standard.

Review procedure.

Applications for an administrative departure shall follow the procedures in Chapter 21.10 BMC. Departures shall have the review and decision consolidated into a single permit. The Director shall issue a decision for the departure concurrently with the decision for Type I and II applications or will issue a recommendation to the hearing examiner for all Type III applications.

Project Data.

Name and permit number of land division associated with this request:

Requested departures.

Provide a list of the requested departures and the percentage of departure requested, which includes the following information for each requested departure:

Departure #1 (Requested departure):

Code provision/regulation: BMC _____

Applicant's response to departure criteria: _____

Departure #2 (Requested departure):

Code provision/regulation: BMC _____

Applicant's response to departure criteria: _____

Required plans

The requested departure(s) shall be identified on the plans submitted with the land division application.