



**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"/> Interim Housing Permit <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"/> Temporary Shelter Application <input type="checkbox"/> Variance <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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## TEMPORARY SHELTER APPLICATION PACKET

Use this packet to apply for a temporary shelter permit for a temporary shelter for people experiencing homelessness. Temporary shelters include temporary building encampments, temporary safe parking areas, temporary tent encampments, and temporary tiny house encampments.

Applicants are strongly encouraged to discuss the temporary shelter permit process and criteria with planning staff early in the project planning process (210 Lottie Street, City Hall or 360-778-8300) **to determine if the project is viable and which permit(s) might be required.**

Please read [BMC 20.15](#) thoroughly prior to completing this application.

### **Process, conditions, waivers and appeal information**

- All temporary shelter applications will be reviewed under a Type II process; however, the following timelines override those found in [BMC 21.10.110](#):
  - Within seven calendar days of receiving a complete application, the director shall publish a notice of application for a temporary shelter permit.
  - After conclusion of a 14-calendar day notice/comment period, the director shall decide whether to grant, grant with conditions or deny a temporary shelter permit.
  - Final action will be rendered within 30 days of submittal, unless extended by mutual agreement between the City and applicant.
  - A notice of such decision stating whether the permit is granted or denied, along with information regarding the procedure for appeal of the decision, will be mailed as required for the notice of application/hearing within three business days after the date of the decision.
- Because each temporary shelter has unique characteristics including, but not limited to, size, duration, uses, number of occupants and composition, the director has the authority to impose conditions on the approval of a temporary shelter permit to ensure that the proposal meets the temporary shelter standards.
- The director may approve a temporary shelter permit for a temporary shelter that waives one or more of the standards in [BMC 20.15](#) only when, in addition to satisfying the decision criteria, the applicant submits a description of the standard to be waived and demonstrates how the modification would result in a safe shelter with minimal negative impacts to the host community under the specific circumstances of the application.
- The director's decision may be appealed to the hearing examiner as provided in [BMC 21.10.250](#).

# TEMPORARY SHELTER APPLICATION CHECKLIST AND REQUIREMENTS

To assist staff in reviewing an application for temporary shelters, the following items must be complete. The applicant should check the boxes and submit this checklist with the application requirements. Attached additional sheets when necessary.

See [BMC 20.15](#) for all requirements associated with temporary shelters. Staff will help applicants determine which requirements are applicable and may request additional information. The Planning Director and Hearing Examiner have the ability to waive requirements as stipulated in [BMC 20.15](#).

## **Pre-Application Requirements (before this application is submitted)**

- Applicants are strongly encouraged to discuss the temporary shelter permit process and criteria with planning staff early in the project planning process.
  
- Written notice and an opportunity for comment must be provided to any licensed child care facility and the administration of any public or private elementary, middle, junior high or high school within 600 feet of the boundaries of the proposed site. This noticing requirement and any modification of the proposal in response to comments should occur prior to submittal of the application. This noticing requirement is separate from the standard noticing process.

## **Sponsor**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **Managing Agency**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **Point of Contact (23-hour accessible via phone)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Shelter Information**

Requested maximum number of guests: \_\_\_\_\_

Requested number of beds per sq. ft (temporary building encampments only): \_\_\_\_\_

Requested start and end dates: \_\_\_\_\_ / \_\_\_\_\_ No. of days: \_\_\_\_\_ / No. of years: \_\_\_\_\_

**Application Requirements** (Check these boxes and submit with the application, when applicable)

- A land use application.
- Mailing list and labels for owners of property within 500 feet of the site boundary of the subject property as listed by the Whatcom County assessor records.
- Environmental checklist (SEPA) (if required).
- Photographs of the site.
- A vicinity map showing the location of the site in relation to nearby streets and properties.

**Check these boxes and submit separate pages with the application, when applicable:**

- A copy of the letter sent to licensed child care facilities and the administration of any public or private elementary, middle, junior high or high school within 600 feet of the boundaries of the proposed site, as well as any comments that were submitted and how they were addressed in the proposal.
- A written summary of the proposal that includes the sponsor and/or managing agency's mission statement and a statement of intent.
- Experience of the sponsor and managing agency in providing similar services to people experiencing homelessness and/or certifications or academic credentials in an applicable human service field; and/or applicable experience in a related program with people experiencing homelessness.
- An operations plan that includes at the least the minimum requirements in [BMC 20.15](#).
- A code of conduct that includes at least the minimum requirements in [BMC 20.15](#).
- A description of transit, pedestrian and bicycle access from the subject site to services and schools.
- A written summary describing how the proposal meets the following requirements:
  - The proposed use will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity of the proposed shelter;
  - The proposed use meets the requirements in [BMC 20.15](#);
  - The proposed use is in keeping with the goals and policies of the comprehensive plan (consult with planning staff for assistance); and
  - Measures have been taken to minimize the possible adverse impacts the proposed shelter may have on the area in which it is located.
- A list of other permits that are required for the project (issued by the City or other government

agencies). Consult with City staff for assistance.

- If requesting a **waiver** from one or more of the temporary shelter standards, please list the standard(s) you are requesting to be waived, along with a brief description of how the waiver(s) would result in a safe shelter with minimal negative impacts to the host community under the specific circumstances of the application (see [BMC 20.15.080.D](#) for more information on waivers).

### **Required Plans**

Check these boxes and submit one paper copy or an electronic version of the plans with the application. If submitting paper plans, they should be 8.5 by 11 or 11 by 17 inches.

- A site plan of the property, drawn to standard architectural or engineering scale. The scale should allow clear depiction of all required information, typically 1" = 10' and 1" = 40'. The site plan should include the following information, when applicable:
  - Property lines and dimensions;
  - Total site area in square feet;
  - Existing and proposed natural features, including landscaping;
  - Critical areas on or within 150 feet of the site;
  - Existing and proposed contours;
  - Existing utilities;
  - Existing rights-of-way and improvements within the rights-of-way;
  - Existing and proposed buildings;
  - Existing and proposed tents and other temporary structures;
  - Outdoor recreation areas;
  - Outdoor waiting areas;
  - Access aisles (e.g. between tents, between vehicles, etc.);
  - Designated smoking area;
  - Exterior fire extinguishers;
  - Outdoor heat source (contact Fire Department for approved sources);
  - Fencing;

- Lighting;
- Trash receptacles;
- Toilets;
- Bicycle parking; and
- Off-street parking.

Dimensioned floor plans of buildings to be used as temporary shelters, drawn to scale. The scale should allow clear depiction of all required information, typically 1/4" = 1' and 1/8" = 1'. The plans should include the following information, when applicable:

- Floor area;
- Labels of all rooms and uses (e.g. toilets, hand washing, cooking facilities, etc.);
- Fixed equipment;
- Cabinets;
- Counters;
- Fire extinguishers; and
- Location and swing direction of all doors and windows.

The floor plans for tiny homes should include the following additional information:

- A working battery-powered smoke and carbon monoxide alarm; and
- Two openings to allow escape of smoke. Openings must be within 12 inches of the top of the wall and on two opposing walls. Such openings must be a minimum of 12 square inches, with the smallest dimension of one inch. Openings must be screened to keep insects out. Screen openings must be 1/8 inch to 1/4 inch.