



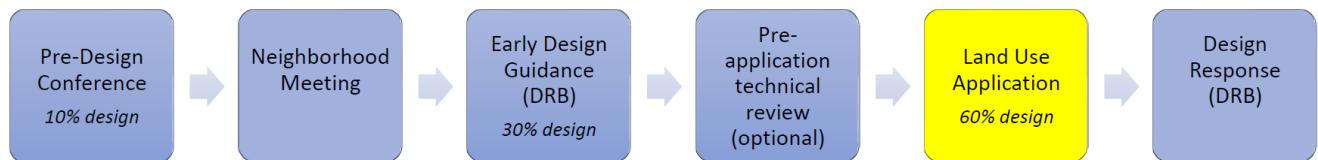
Permit Center

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Urban Village Design Review Step 4: Land Use Application (PROCESS TYPES I AND II)



Design review applications are processed through a Type I or Type II review process pursuant to BMC 21.10.040 as follows:

Type II applications: Design review for projects that:

- Require a SEPA threshold decision; or
- Include construction of a new building; or
- Include an exterior non-residential addition to an existing building; or
- Consist of more than 4 infill housing units pursuant to Chapter 20.28 BMC; or
- Include an exterior addition of one or more residential units.

Type I applications:

- Design review for projects that are not required to use a Type II process.

Pre-Application Steps:

- ☐ Pre-Design Conference
Identify permit number: PRE _____
- ☐ Pre-Application neighborhood meeting or waiver
Identify permit number: PRE _____
- ☐ Early Design Guidance meeting
Identify permit number: PRE _____
- ☐ Transportation concurrency certificate, if applicable
Identify permit number: CON _____

Application Submittal Requirements:

- ☐ A completed Land Use Application form.

- ☐ A completed Design Review-Urban Village Application, including all information required by this form.
- ☐ All completed land use applications for the development requiring a Type I, II or III land use review process, unless otherwise approved by the Planning and Community Development Director.
- ☐ A completed Legal Lot Application form, unless specifically waived.
- ☐ Project narrative that includes:
 - ☐ Written description of how the project meets each applicable design standard and guideline for Urban Villages and those specific to the design review district where the site is located.
 - ☐ A detailed description how the project addresses guidance provided at that design guidance meeting, if applicable.
 - ☐ Requested departures from the design standards or modifications and an explanation how the departure criteria are met.
 - ☐ Infill housing. A detailed description of how the proposal meet each applicable design standard for each housing type and those found in BMC 20.28.050.
- ☐ Infill housing worksheets, as applicable.
- ☐ Project Data Worksheet-Urban Village.
- ☐ SEPA Checklist, if applicable.
- ☐ Application fee payment(s).
- ☐ Mailing list and labels as described in the attached mailing list instructions for Type II applications.

Detailed Submittal Requirements:

The following are submittal requirements that shall be prepared and submitted in electronic format as a .pdf document that conforms to the provisions of Chapters 17.90 and 20.25 BMC, unless otherwise determined by the city:

- ☐ The applications submittals required above by this form.
- ☐ A preliminary clearing and grading plan pursuant to Chapters 16.60 and 16.70 BMC that shows retention of natural features, existing and proposed grades of lots, and retaining walls.
- ☐ Preliminary stormwater management report consistent with Chapter 15.42 BMC.
- ☐ If proposal includes land division, 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.

NOTE: The following materials shall be scaled with standard architectural or engineering. The scale must allow clear depiction of all required information, typically between ¼" = 1' and 1/8" = 1'; and 1" = 10' and 1" = 40'.

- ☐ 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.
- ☐ An existing conditions map that includes the following :
 - ☐ All lot lines and site boundary dimensions.
 - ☐ Significant trees pursuant to BMC 16.60.040 located on and near the subject site, which includes the species and diameter at breast height (dbh) of each tree.
 - ☐ Rights of way, including widths, name and improvements.
 - ☐ Utilities, including public and private water, sewer and stormwater mains and services.
 - ☐ Public and private easements affecting the subject site.
 - ☐ Critical areas on the site, and within 150 feet of the site boundaries and affecting the site, including buffers and building setbacks pursuant to Chapter 16.55 BMC.
 - ☐ Topography at 5-foot intervals or less.
 - ☐ Location, dimensions, gross floor area of existing structures on-site and their distances to proposed and existing property lines.
 - ☐ Location, dimensions and height of existing structures off-site within 10' of common property lines, including windows and entries facing common property line.
 - ☐ Location and dimensions of existing on-site paved areas.
- ☐ A site plan showing the proposed development that includes the following:
 - ☐ Existing and proposed structures and their distances to existing and proposed property lines.
 - ☐ Proposed lots and tracts, if applicable.
 - ☐ Existing and proposed public rights of way, state highways and public open space tracts, trails and parks. Include street name, right of way width, and location of existing improvements such as sidewalk, curb, medians, bus stops, overhead utility lines, street trees, streetlights and street improvement width. Note any proposed changes to the street design.
 - ☐ Significant trees labeled for retention or removal, identifying the location of the critical root zone (CRZ), pursuant to BMC 16.6.0.040, and the type of fencing to be used to protect the CRZ of the retained trees during construction. The City places a high value on preservation of significant healthy native trees and natural features. Depending on the degree development affects the retention of these trees and/or natural features, the City may require additional studies demonstrating alternative approaches to development that balance the City's objectives to infill underutilized developable lands and preserve mature native vegetation.

Significant trees proposed for removal may require submittal of an arborist report prepared by an ISA certified arborist to substantiate the removal of significant trees demonstrating why preservation is not a viable option. Removal of significant trees may require the planting of replacement trees at a ratio to be determined during land use review.

 - ☐ Proposed grading/final contours at 5-foot intervals or less
 - ☐ Existing and proposed public and private easements.

- ☐ Critical areas on and affecting the site, including buffers and building setbacks.
- ☐ Existing and proposed public infrastructure necessary to serve the proposed development, including rights of way, water, sewer, stormwater, fire hydrants, etc.

NOTE: The preliminary plan shall be designed or reviewed by a Civil Engineer registered with the State of Washington for conformance with regulations. The City may ask for information to corroborate the preliminary design. Any regulatory deficiencies in the proposed storm water plan are wholly the responsibility of the proponent and/or the engineer. You may be required to apply for amendments to land use and design permits if there are changes in the final storm water facilities that affect the site design.

- ☐ Existing and proposed street improvements consistent with the city of Bellingham's approved street construction details.
- ☐ Location and dimensions of proposed refuse collection areas.
- ☐ Location and type of proposed exterior lighting, including parking lot and building.
- ☐ Proposed garbage/recycling collection areas and dimensions
- ☐ Location of proposed signs.
- ☐ Commercial and industrial development:
 - ☐ Identification of service truck access routes
 - ☐ Loading areas.
 - ☐ Outdoor storage or display areas.
 - ☐ Location and type of proposed screening and buffering.
- ☐ A preliminary landscape plan that includes the following:
 - ☐ General location and type of proposed trees, shrubs and ground cover that is necessary to comply with the applicable landscaping requirements of the Bellingham Municipal Code.
 - ☐ Completed Green Factor Score sheet if, applicable.
 - ☐ Existing vegetation to be retained pursuant to BMC 16.60.080(B)(4).
 - ☐ Location and species of replacement trees required as mitigation for the removal of significant trees.
 - ☐ Abutting street right(s) of way.
 - ☐ Location, height, top elevation, width and designs of rockeries, retaining walls and fences. Cross sections may be required.
 - ☐ Surface and subsurface stormwater facilities.
 - ☐ Buildings and all hard surfaced areas.
 - ☐ Topography at 5-foot intervals or less.
 - ☐ Critical areas and proposed buffers, and associated mitigation plantings, if applicable.
- ☐ Architectural plans that include the following:
 - ☐ New buildings and additions:
 - ☐ Building elevations showing:
 - All facades with shadowing to modulation of walls and roof forms.
 - Door and window treatments.

- Awnings.
- Artwork
- Exterior lighting
- Building materials
- Type of window glazing
- Mechanical equipment and screening methods
- Colors, etc.
- ☐ Contextual street elevations showing the proposed building in relation to adjacent buildings.
- ☐ Perspective drawings, color rendering or other three-dimensional representations to adequately illustrate the proposal.
- ☐ Dimensioned floor plans with uses labeled, including structured parking.
- ☐ Signs.
- ☐ Exterior alterations:
 - ☐ Include all information required for new buildings and additions.
 - ☐ Clearly identify existing features to be retained.

PROJECT DATA WORKSHEET – URBAN VILLAGE

Provide the following information for proposed residential development requiring design review approval. Use definitions and calculation methods in Title 20 BMC.

1. Zoning:
Urban Village: _____

Neighborhood and Subarea: _____

General Use Type: _____ Use Qualifier: _____ Density: _____
2. Parent Lot Size: _____
3. Commercial Floor Area: _____
4. Total units: _____

Multifamily: _____ Infill Housing _____
5. Commercial floor area: _____
6. Total number of parking spaces required/proposed:

Commercial: _____ / _____ Residential: _____ / _____

Parking adjustment requested: _____ Yes _____ No
**If yes, a parking adjustment application must be submitted concurrently with this design review application.
7. Total number of bicycle parking spaces required/proposed:

Commercial: _____ / _____ Residential: _____ / _____

PROJECT DATA WORKSHEET – URBAN VILLAGE

Provide the following information for proposed residential development. Use definitions and calculation methods in Title 20 BMC.

If the project includes a request for City of Bellingham multifamily tax exemption, enter the development contract or application number:

Not applicable: _____ Contract/application number: ADM _____

	Studio	1-bedroom	2-bedroom	3-bedroom	4-bedroom
Existing Units					
Proposed Units					
Demolished Units	-	-	-	-	-
Total Net Units					

Lot Coverage: _____ sq. ft. _____ % of site

Open Space: _____ sq. ft. _____ % of site

Total useable space: _____ sq. ft.

Private: _____ sq. ft. Common: _____ sq. ft.

Describe type of useable space provided (decks, yards, recreation buildings, type of recreational facilities and

equipment): _____

Height of tallest building: _____ feet under definition #1

Height of tallest building: _____ feet under definition #2

INFILL HOUSING DATA WORKSHEET

A separate worksheet is required for each lot and housing type that are not of common size or design.

INFILL HOUSING TYPE:

- ☐ Small Lot
- ☐ Cottage
- ☐ Duplex
- ☐ Triplex
- ☐ Fourplex
- ☐ Shared Court
- ☐ Garden Court
- ☐ Townhouse

PARCEL INFORMATION

Lot size (if land division is proposed): _____

Number of units: _____

SITE PLAN INFORMATION

Total parking spaces: _____ Required _____ Provided

Total open space (measured in square feet): _____

Green factor score: _____ (Attach Green Factor Worksheet)

Total usable space: _____ (Provide narrative to describe proposed usable space amenities pursuant to BMC 20.08.020 - 'Usable space' definition.)

BUILDING INFORMATION

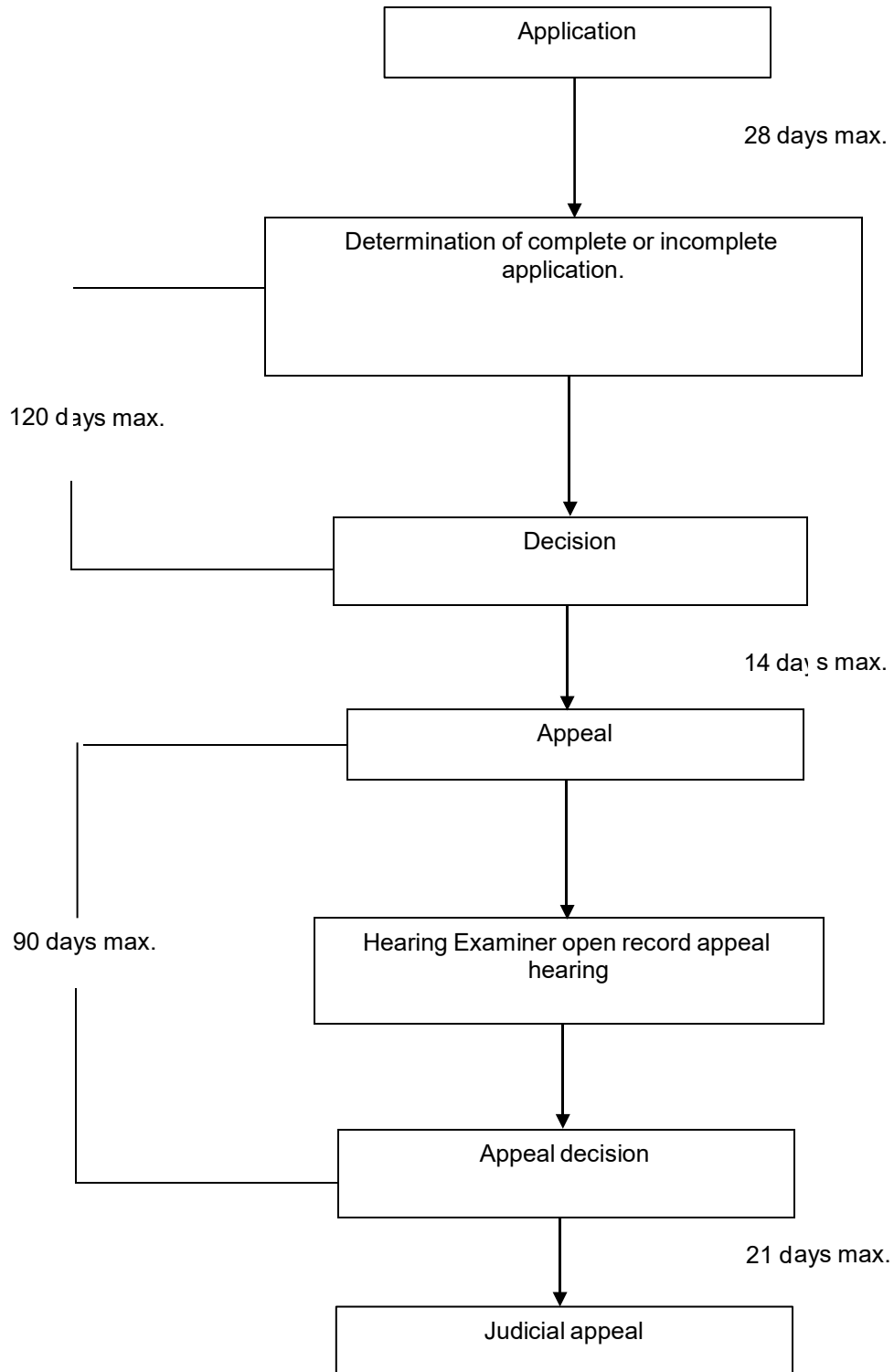
Total floor area per building (measured in square feet): _____

Floor area ratio: _____

Building height: _____ Definition #1 _____ Definition #2 (Attach height worksheet)

TYPE I PROCESS

(Minor Administrative Decisions)



TYPE II PROCESS

(Administrative Decisions)

