



## Permit Center

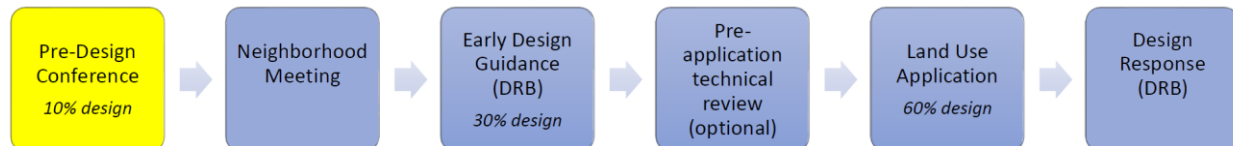
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# Urban Village Design Review

## Step 1: Pre-Design Conference



### ***What is a pre-design conference?***

A pre-design conference is required for projects in urban villages. This informal conference provides feedback and direction from staff at the conceptual/pre-design phase. The purpose is for you to introduce the project to relevant staff so they may provide guidance on relevant design guidelines, site considerations (e.g. access, neighborhood context, special requirements) and help you prepare for the neighborhood meeting.

### ***Who attends the conference?***

You will be assigned a lead staff person from the Planning Department, who will coordinate with other experts in Public Works, Stormwater, Fire, Building Services and/or Parks as needed. You are welcome, but not required, to include your architect, engineer, landscape architect and/or other specialists involved in your proposal.

### ***What will the pre-design conference cover?***

- Required permits, approvals and fees
- General impact fees and connection charges
- Typical project review timelines
- Relevant design guidelines and standards
- An overview of applicable regulations
- Fatal flaws—e.g., obvious conflicts with codes, policies, or city plans
- Answers to any questions presented by the applicant(s)
- Recently adopted or anticipated changes to codes and policies
- Known site constraints
- Known plans that may affect the project, such as road widening and trail construction.
- Neighborhood meeting information

### ***What happens after the pre-application conference?***

After the conference city staff will prepare written notes and email them to you for review, typically within a week of the conference. These comments will act as an intake checklist when you submit your Early Design Guidance application. If you change the scope of work, or if a permit application is not submitted within one year, a new pre-application conference or written waiver is required.

### ***How do I schedule a conference and when are conferences?***

Applications for the pre-design conference are accepted at the Permit Center. Conferences are currently scheduled for **Tuesdays at 8:30 AM and 10:00 AM**. Contact a Permit Technician at (360) 778-8300 or [permits@cob.org](mailto:permits@cob.org) to determine the next available time for your project.

***What information do I need to provide to schedule a pre-conference?***

This information must be submitted electronically as a PDF to [permits@cob.org](mailto:permits@cob.org) along with your request for a pre-design meeting.

- ☐ [Land use cover sheet](#)
- ☐ Filing fee (\$107)
- ☐ Vicinity map with site location shown
- ☐ Existing site plan
- ☐ Conceptual site plan(s), if available.
- ☐ Project description and specific questions for staff response