



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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WIRELESS COMMUNICATION FACILITY

BMC 20.13 (Process Type I, II, and III-A)

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

Pre-Application Steps:

- Pre-Application conference or waiver (Type II and III-A only)
- Pre-Application neighborhood meeting or waiver (Type II and III-A only)

Application Requirements:

- A completed Land Use Application Form
- All of the materials and information required by this form
- Mailing list and labels for 500 foot radius

Project Data:

1. Type of Application:

- Wireless Communication Facility (WCF) – Permit Only
 - No SEPA checklist required (Process Type I)
 - SEPA checklist required (Process Type II)
- WCF Permit through Conditional Use Permit Application (Process Type III-A)
- WCF Permit through Planned Development Application (Process Type II)

- 2. Is a special exception requested under BMC 20.13.140? Yes No
- 3. Is the proposal on a site that has been designated as a local landmark under BMC 17.80? Yes No
- 4. Is the site on the state or federal register of historic places? Yes No
- 5. Is the proposal located within a design review district? Yes No

I / We hereby make application for a wireless communication facility under the provisions of BMC 20.13:

- 6. Property size: _____
- 7. If a lease is proposed for a portion of the property, provide the description and size of the area to be leased: _____

SUBMITTAL CHECKLIST:

- | | | |
|--------------------------|------------------------------|---|
| <input type="checkbox"/> | Application form(s). | All requested information must be provided. |
| <input type="checkbox"/> | Filing fee | See separate Fee Schedule. |
| <input type="checkbox"/> | Mailing list and labels | Required for Process Type II or III-A. |
| <input type="checkbox"/> | SEPA Environmental Checklist | If required. |
| <input type="checkbox"/> | Vicinity map | Show location of the property. |
| <input type="checkbox"/> | Site plan | Provide two (2) 11" x 17" copies of the site plan. Provide all information required on the attached Site Plan Checklist. Include the owner's property boundary and site lease area. |
| <input type="checkbox"/> | Facility design | Provide two (2) 11" x 17" copies of scaled elevation drawings showing: <ul style="list-style-type: none">o Existing or proposed support structure or building with antenna installation and dimensioned heightso Equipment cabinets or buildings with dimensionso Fencingo Buffering and screeningo Architectural treatmento Lighting rods, if proposedo Anti-climbing deviceso Colors and finisheso Other features necessary to show compliance with the applicable standards. |
| <input type="checkbox"/> | Plan reductions | Provide 8.5" x 11" reduction of site and facility design plans. |
| <input type="checkbox"/> | Photo-simulations | Show how the proposed facility will appear from adjacent properties. Include views from residential areas, public properties and public streets. |
| <input type="checkbox"/> | Authorization to attach | If the facility will be attached to an existing support structure or building, submit a valid agreement for attachment or collocation. |
| <input type="checkbox"/> | A location evaluation study | If the facility includes a new support structure, submit the information required in BMC 21.13.150 (E.) |
| <input type="checkbox"/> | Engineer's report | Submit the information required in BMC 21.13.150 (G.) |
| <input type="checkbox"/> | FCC License | Proof of license, if applicable. |
| <input type="checkbox"/> | FAA Aeronautical Study | Provide a copy of the FAA findings, if applicable. |
| <input type="checkbox"/> | Declaration form | Complete attached declaration form. |
| <input type="checkbox"/> | Narrative statement | Provide a written response to the questions on the attached Narrative Statement form. |
| <input type="checkbox"/> | Other applications | Submit any other required land use applications applicable for the site (planned development, conditional use permit, design review, wetland, shoreline, landmark alteration, etc.) |

Submittals Required With Building Permit Application:

- Surety to guarantee cost of antenna and/or tower removal as required by BMC 20.13.060 M. (Please use attached Agreement and Surety Bond format.)
- If the facility is on a leased site, a copy of the lease agreement showing that it does not preclude the site owner from entering into leases on the site with other providers.
- The building permit shall require, prior to final inspection, submittal of a maintenance bond, assignment of funds or other financial guarantee acceptable to the City, at 50 percent of the value of landscaping installation (including labor and materials.) The surety shall be in effect for 2 years from the date of planting.

NARRATIVE STATEMENT

Please provide a written narrative, answering the following questions. Key your response to the question number.

1. Describe why the proposed site is the most preferred site available under the criteria in BMC 20.13.050. List other sites that were investigated and explain why potential sites with a higher priority level could not be used.
2. If the application includes a new support structure, explain why antennas could not be attached to existing structures instead of constructing a new support structure. Does the structure allow for collocated antennas?
3. Are lights required by FAA?
4. Does the facility include generators or air conditioning equipment? Provide noise level information confirming that the facility meets State noise standards under WAC 173.60. (Copies of WAC 173.60 available on request.)
5. Explain why the facility is at the minimum height and bulk necessary to function satisfactorily.
6. What impact will the project have on views from adjacent residential and public properties and from public streets? How will negative impacts be minimized?
7. How will attached antennas and accessory structures/equipment be screened or designed so as to have minimal visual impact on the structure to which they are attached and its site?
8. If the application includes a request for a special exception under BMC 20.13.140, provide the following information:
 - Describe the exception requested.
 - What alternative locations and designs have been investigated and why were they rejected?
 - Why would adherence to the development standards in BMC 20.13 result in a physical barrier, which would block signal reception or transmission or prevent effective communication?
 - How is the obstruction or inability to receive a communication signal the result of factors beyond the property owner's or applicant's control? Provide supporting information.
 - Why will the proposed facility minimize negative visual impacts on adjacent residential uses to the greatest extent possible?
 - If reduced setbacks are requested, how will screening or camouflaging be used to mitigate the reduction?

CITY OF BELLINGHAM

SITE PLAN SUBMITTAL REQUIREMENTS AND CHECKLIST

Provide a site plan containing the following information. This checklist is divided by type of development. Provide the information under each heading that applies to your project.

The Planning and Community Development Department may require additional information when necessary to evaluate the proposal.

Please contact the Planning and Community Development Department at 360-778-8300 if you have any questions.

Include this information on all site plans:

Existing Site Conditions

- Scale, north arrow and date drawn. Scale shall be standard architectural or engineering. The scale must allow clear depiction of all required information and should be between 1" = 20' and 1" = 40'.
- All lot lines and site boundary dimensions.
- Location, dimensions, gross floor area height, and use of existing structures. Indicate all structures to be demolished.
- Distances between structures and property lines.

New Development

- Location, dimensions, and use of proposed buildings and structures.
- Distances between proposed buildings, parking areas and property lines.
- Location, dimension and number of parking spaces (including accessible spaces) and driveway access.
- All existing street and alley rights of way and abutting the site. Include street name, width of right of way.
- Location of existing and proposed utilities within the site such as sewer, water, gas and electricity.
- Location and type of proposed exterior lighting.
- Location of proposed signs.
- Land uses, lot lines and approximate location of structures and pavement on abutting properties.

Conceptual Landscaping Plan

- Scale (use the same scale as the site plan).
- Abutting street right of way to the curb.
- Rockeries, retaining walls and fences.
- Surface storm water facilities.
- Buildings and paving.
- Topographic contours.
- Wetlands, ponds, streams and proposed buffers.

- ❑ Existing vegetation to be retained.
- ❑ General location of proposed trees, shrubs and ground cover.
- ❑ Plant schedule providing the scientific name, common name, height, size, and spacing of proposed plants.

Environmentally Sensitive Areas on or Adjacent to the Site

- ❑ Areas of flood hazard (FEMA floodplain or floodway).
- ❑ Wetlands on site and within 100 feet of the project boundary.
- ❑ Streams, ponds or lakes on site and within 200 feet of the project boundary.
- ❑ Marine shoreline within 200 feet of the project site.
- ❑ Proposed wetland and water body setbacks and buffers.
- ❑ Conservation easements or other development restrictions affecting the site.

WCF PERMIT DECLARATION

I _____, owner of a proposed antenna to be located at: _____
 _____, hereby declares that it has analyzed the proposed antenna facility, and certifies that, to the best of our knowledge, the antenna usage will not interfere with other adjacent or neighboring transmission or reception communications signals (other than interference related to: (1) communications signals in unlicensed frequency bands, (2) forces of nature, including but not limited to over-water communications, high winds, solar effects or temperature inversions, or (3) third party communications equipment that is operating outside of technical specifications for such equipment), and that it will comply with all applicable federal and state laws and regulations and with the Bellingham Municipal Code.

 (Company Name)

 by

STATE OF WASHINGTON)
) **SS**
COUNTY OF)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the _____
 _____ of _____ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

 DATE

(Seal or Stamp)

 SIGNATURE OF NOTARY PUBLIC

 TITLE

 DATE APPOINTMENT EXPIRES

**AGREEMENT AND SURETY BOND FOR WIRELESS COMMUNICATION
FACILITY REMOVAL**

The CITY OF BELLINGHAM, a first-class municipal corporation of the State of Washington, the SECURED; _____, a Surety Company licensed to do business in the State of Washington, the SURETY; and _____, a Corporation, PRINCIPAL; do hereby agree as follows:

- I. **THE PROJECT:** The Principle agrees to remove the antennas it proposes to install at the following location: _____ within 90 days of discontinuation of operation or abandonment of said antennas. The Principle also agrees to notify the Planning and Community Development Director of the City of Bellingham no less than 30 days prior to the proposed date of discontinuation or abandonment.
- II. **FINANCIAL OBLIGATION OF THE SURETY:** The maximum financial obligation of the Surety under this Bond is \$_____, the same being 150% of the total estimated cost of the project to remove the antennas.
- III. **CONDITION OF THE BOND:** the Surety agrees to either undertake and complete the project, or pay the Secured sufficient funds to administer and complete the project, including reasonable liquidated damages, attorney's fees and other reasonable costs incurred, on the happening of the following event:
 1. Failure of the Principle to complete the project in accordance with WCF Permit # _____ and City of Bellingham Ordinance No. 1998-07-057, as amended, unless released from this obligation in writing by the City of Bellingham Director of Planning;
 2. Any material breach of the permit requirements referenced herein;
 3. Any failure of the Principle to comply with the requirements imposed by law or by any government agency with jurisdiction.
- IV. **PROVIDED, HOWEVER, That**
 1. It is understood and agreed that the obligation of the surety may be terminated by the surety giving sixty (60) days advance notice in writing to the Secured, and
 2. The liability of the Surety shall in no event exceed the aggregate penal sum of this Bond, regardless of the number of Continuation Certificates executed by the Surety.

EXECUTED this _____ day of _____, 20__ for the
PRINCIPLE, _____

SIGNATURE

EXECUTED this _____ day of _____, 20__ for the
SURETY, _____

SIGNATURE

TITLE

ADDRESS

ACCEPTED and APPROVED for the SECURED, THE CITY OF BELLINGHAM, this _____
day of _____, 20__.

Mayor

ATTEST: _____
Finance Director

APPROVED AS TO FORM:

Office of the City Attorney

ACCEPTED FOR ADMINISTRATION:

Department Head

MAILING LIST INSTRUCTIONS:

As you get ready to prepare your labels keep the following checklist in mind:

- The information was acquired from the Assessor's office or database
- Addresses for the following members have been included on the label sheet
 - Property Owner Applicant / Contact for Proposal Bellingham Herald
 - All property owners within the required 500' radius (100' for Home Occupation Applications)
 - Applicable Mayor's Neighborhood Advisory Commission Representatives
 - Applicable Neighborhood Association Representatives (This information can be found at <http://www.cob.org/documents/planning/applications-forms/nbrhd-media-notification-list.pdf>)
- Mailing information has been printed on Avery 5160 labels (*see attached example*)
- All of the information **completely fits** on a single label
- Notarized **Address Information Verification form** has been completed

NOTE: Errors in mailing labels may result in process delays and re-notice fees.

Obtain Property Ownership Information from the Whatcom County Assessor's Office

- The Assessor's Office is located on the first floor of the Whatcom County Courthouse, 311 Grand Avenue, Bellingham, 360-676-6790.
- Bring enough information to identify all of the property in the project site, such as tax parcel numbers, legal descriptions, address(es) or boundary on a plat map. Assessor's Office staff can help you find the Assessor's map(s) containing the project parcel(s).
- Utilize the Assessor's map to measure the required ownership notice distance (listed on the application) and record the parcel number for each property within or partially within the required distance of 500 feet (*100 feet for Home Occupation*) from the boundary of the project parcel. If the owner of the project property owns other property within the notice distance but not included in the project site, contact the Planning Division to determine whether the notice radius must be increased.
- Record the property owner's name and mailing address by accessing each parcel number via the computer terminals at the Assessor's Office or through the Internet by accessing the database under "Real Property Search" at www.whatcomcounty.us/assessor/index.jsp. Click on the parcel number in the first data screen to bring up a screen with the owner's full address and zip code. The maps are also available at this site if you wish to check a parcel number.
- If the site is a condominium, include the owner of each unit.

Print addresses on Avery 5160 labels

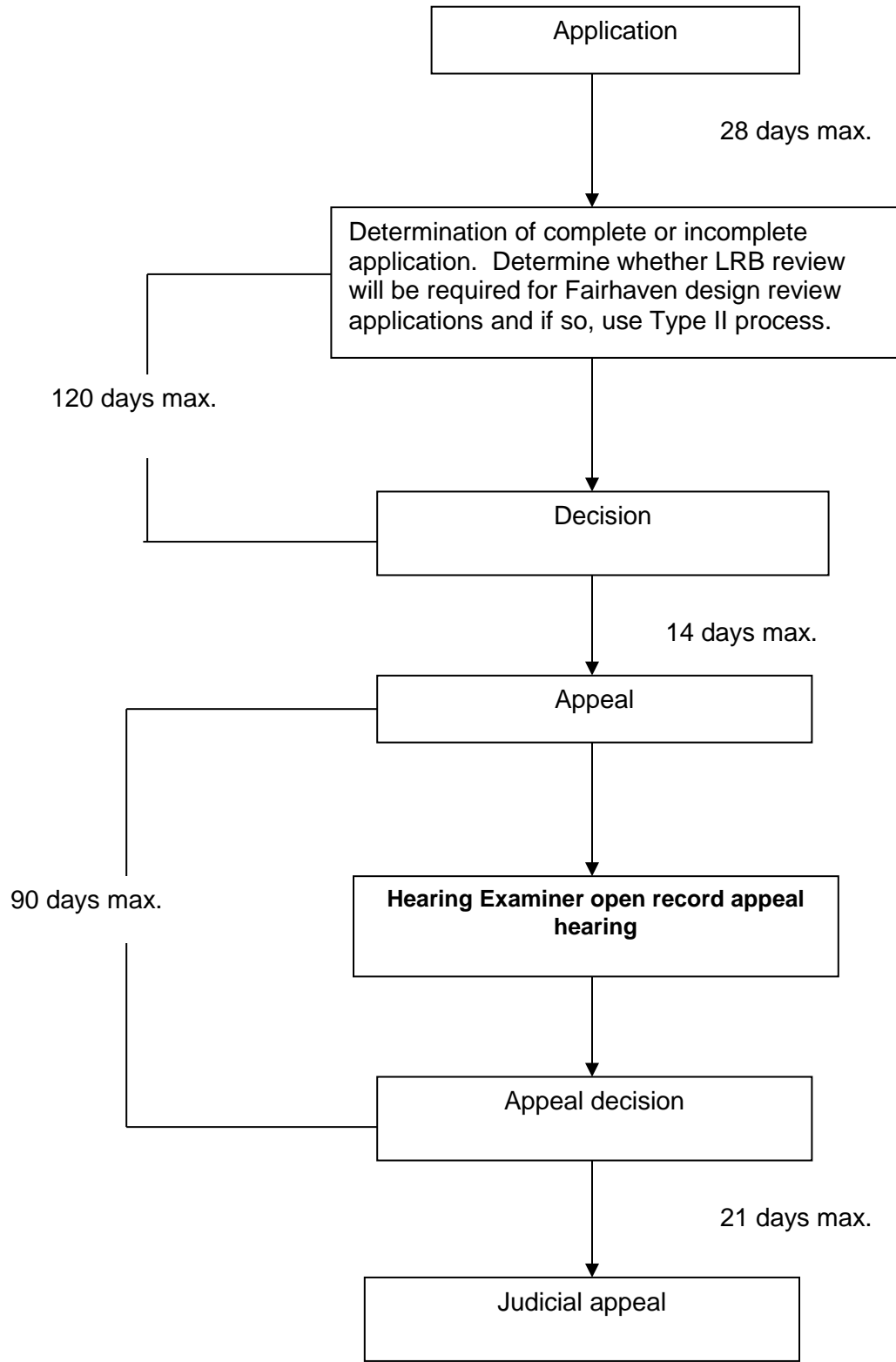
- Labels **must** include the address and fit on one Avery 5160 label:
- Please **DO NOT**
 - o **Repeat names** on the mailing list. If someone is listed as owning more than one property, only list the owner's name and address once on the mailing list.
 - o **List** the tax parcel number on the labels

Address Information Verification form:

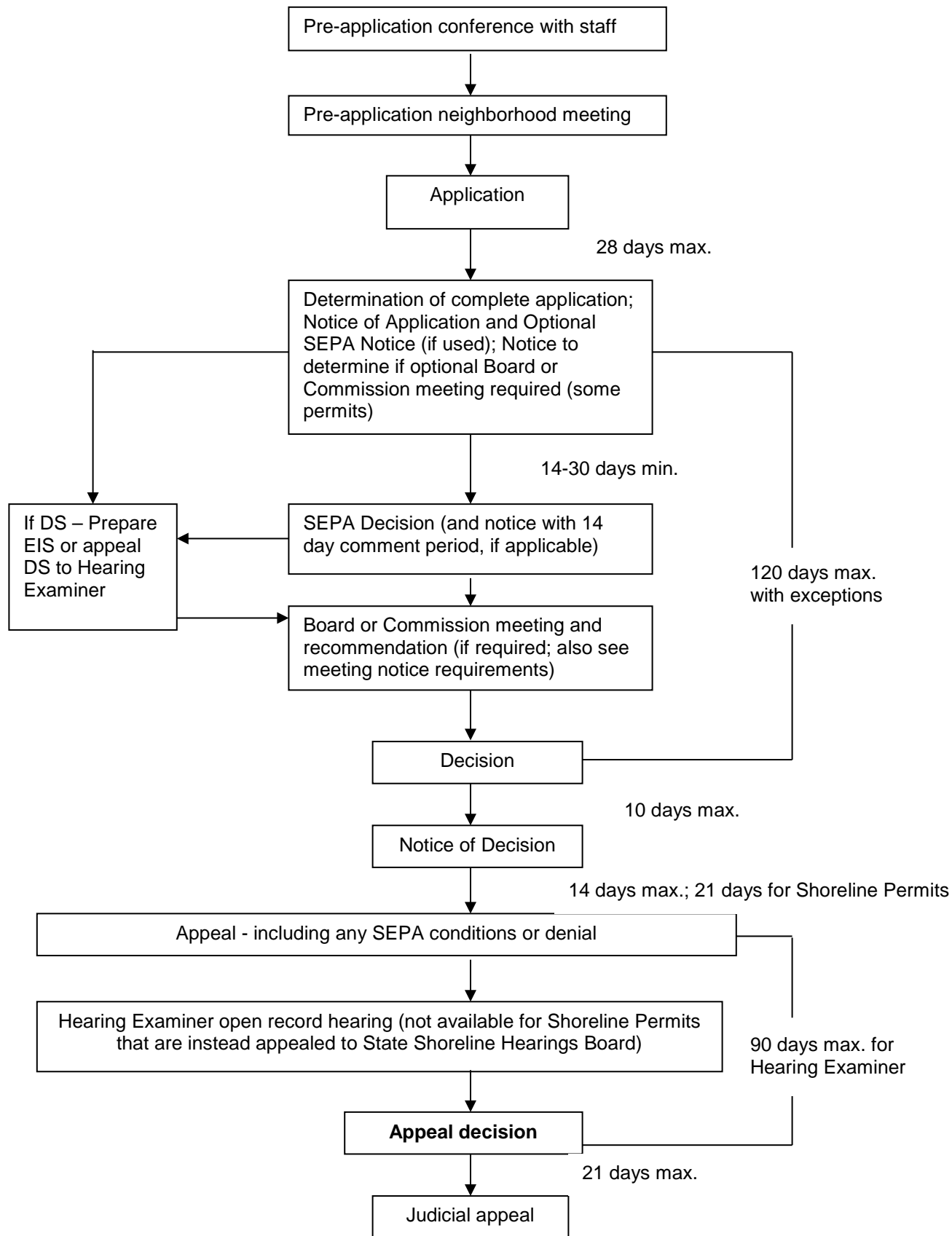
Form must be notarized and include a copy of the parcel numbers and property owner's name and mailing address information attached.

<p><i>Avery 5160 labels or in Avery 5160 label format</i></p>	<p><i>Font – Arial, 11</i></p>	
<p>Property Owner Address City, State, Zip</p>	<p>Applicant Address City, State, Zip</p>	<p>MNAC Representative Address City, State, Zip</p>
<p>Neighborhood Association Rep Address City, State, Zip</p>	<p>Bellingham Herald Community News Department 1155 N. State St. Bellingham, WA 98225</p>	<p>All Property Owners within the specified radius:</p>
<p>First name Last name Address City, State, Zip</p>	<p>First name Last name Address City, State, Zip</p>	<p>First name Last name Address City, State, Zip</p>

TYPE I PROCESS
(Minor Administrative Decisions)



TYPE II PROCESS
(Administrative Decisions)



TYPE III PROCESS
(Hearing Examiner Decision)

