



**Permit Center**  
 210 Lottie Street  
 Bellingham, WA 98225  
 phone: 360-778-8300  
 fax: 360-778-8301  
 www.cob.org

## 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"/> Critical Area Exemption <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: _____	<b>Office Use Only</b> Date Rcvd: _____ Case #: _____ Process Type: _____ Neighborhood: _____ Area Number: _____ Zone: _____ Pre-App. Meeting: _____ Concurrency: _____
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**Project Address:** \_\_\_\_\_

**Tax Assessor Parcel Number(s):** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Applicant/Agent**  Primary Contact for Application  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_  
 FAX \_\_\_\_\_  
 Email \_\_\_\_\_

**Owner(s)**  Applicant  Primary Contact for Application  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_  
 FAX \_\_\_\_\_  
 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



**BINDING SITE PLAN – GENERAL SUBMITTAL REQUIREMENTS**  
**(PROCESS TYPE II)**

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

**Pre-Application Steps:**

- Pre-Application conference or waiver
- Pre-Application neighborhood meeting or waiver
- Transportation concurrency certificate, if applicable

**Application Requirements:**

- A completed Land Use Application form
- All of the materials and information required by this form
- SEPA Checklist, if applicable
- Application fee payment

**Project Data:**

1. Proposed Binding Site Plan Name \_\_\_\_\_
2. Address of Subject Property \_\_\_\_\_
3. Nearest Intersection \_\_\_\_\_ Total Site Area (in acres) \_\_\_\_\_

**Licensed Land Surveyor Information** (NOTE: All binding site plans must be prepared by a licensed land surveyor.)

4. Firm Name \_\_\_\_\_
5. Firm Address \_\_\_\_\_

**BMC 18.24**

**18.24.010 - Applicability**

The division of commercial or industrial zoned land for sale or lease when used for commercial or industrial purposes, or the division of land for lease when used as a mobile home park, recreational vehicle park, or trailer court.

**18.24.015 - Purpose**

The purpose of this section is to provide an alternative to the traditional "platting" process for the division of land in commercial and industrial zones, to allow for the sale or lease of parcels in mobile home parks, and to allow flexibility where appropriate in the timing of required infrastructure improvements. In addition, it is the intent of this ordinance to encourage simultaneous construction of required infrastructure and private structures.

**18.24.020 - Binding Site Plan Review Procedures**

The review and approval of a binding site plan is a two-step process: General and Specific. No sale of land divided through a binding site plan process shall be allowed prior to final approval of a specific binding site plan

**18.24.030 - General Binding Site Plan Submission Requirements**

The applicant shall submit 5 copies of the general binding site plan, or more upon request by the City. Each sheet of the plan shall be 18" x 24". The horizontal scale of the plan shall be at least 1" = 100' but not more than 1" = 20'. The plan shall be prepared by a registered civil engineer, or land surveyor who shall certify that the general binding site plan is a true and correct representation of survey or record information. Each general binding site plan shall have a distinct name, and a number assigned by the City. The plan shall clearly show the following information:

1. An accurate and complete legal description with area in acres together with a plat certificate or subdivision guarantee dated within 7 days of the general binding site plan submittal. Copies of all deeds and easements referred to in the plat certificate shall be furnished with the submittal;
2. The name, address, and telephone number of the owner and the professional preparing the plan;
3. The topography of the site at 5' contour intervals (based on City datum), identification of the existing drainage pattern and any creeks or other drainage facilities;
4. All existing and proposed rights-of-way which provide primary access to the site, easements, utilities, and other existing and proposed public improvements;
5. All parcels of land intended to be dedicated or reserved for public use;
6. The location and dimension of all common areas adjacent to and on the subject site, and a description of the purpose of the common area;
7. The map shall include the property in the proposed plan and adjacent lands for a distance of 300';
8. If the general binding site plan contains a dedication, a certificate or separate written instrument shall provide wording for dedication of the street and/or other areas shown on the site plan to the public; and
9. A completed environmental (SEPA) checklist as supplied by the Planning and Community Development Department.

## **MAILING LIST INSTRUCTIONS**

Applicants are responsible for providing an accurate mailing list and typed mailing label forms using information from the Whatcom County Assessor's Office. Errors in mailing labels may result in process delays and re-notice fees.

### **How to Obtain Property Ownership Information from the Whatcom County Assessor's Office**

Go to the Whatcom County Assessor's Office on the first floor of the Whatcom County Courthouse, 311 Grand Avenue, Bellingham, 360-676-6790. Business hours are 8:30 AM to 4:30 PM Monday through Friday. 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). Measure the required ownership notice distance on the map from the boundary of the project parcel(s). The required distance (commonly 500 feet) is specified on the application form.

Copy the parcel number for each parcel within or partially within the notice distance onto the mailing list form. 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.

Look up the name and mailing address of the owner of each parcel number and record it on the mailing list form. This can be done from the computer data base using the terminals at the Assessor's Office or you can access the same data base through the Internet. The data base is located at [www.whatcomcounty.us/assessor/index.jsp](http://www.whatcomcounty.us/assessor/index.jsp) under "Real Property Search." 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.

### **Mailing List Label Format**

Type addresses on Avery 5160 labels or in Avery 5160 label format, or type on label grid format provided by the Permit Center. Include owner, applicant and contact for the proposal. Include the Mayor's Neighborhood Advisory Commission member(s) and neighborhood association(s) as described below.

The names must be typed in the format shown below, with one address per grid.

Format:                    Owner's Name  
                                 Owner's mailing address  
                                 City, State Zip Code

Do not 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.

Do not list the tax parcel number on the labels.

**Adding Neighborhood Representatives and Associations**

The following addresses must be added to the mailing list:

For the neighborhood in which the project is located and any neighborhood within the required notice distance (usually 500 feet) from the boundary of the project site:

1. The Mayor’s Neighborhood Advisory Commission member for the neighborhood; and
2. Any neighborhood association registered with the Planning and Community Development Department.

Contact Planning Division staff at the Permit Center, Bellingham City Hall, 210 Lottie Street (360-778-8300) to determine which neighborhood representatives and associations must be added to your mailing list and obtain addresses. Add the addresses to the label format for your permit application.

**The following neighborhoods are within the required notice radius (check all that apply):**

- Alabama Hill
- Birchwood
- CBD
- Columbia
- Cornwall Park
- Edgemoor
- Fairhaven
- Guide Meridian
- Happy Valley
- King Mountain
- Lettered Streets
- Meridian
- Mt. Baker
- Puget
- Roosevelt
- Samish
- Sehome
- Silver Beach
- South
- South Hill
- Sunnyland
- Whatcom Falls
- WWU
- York

Application file number/address: \_\_\_\_\_

Checked by staff: \_\_\_\_\_





Project: Include applicant and contact addresses on labels	Avery 5160 labels or in Avery 5160 label format First name Last name Address City, State, Zip	



**TYPE II PROCESS**  
(Administrative Decisions)

