



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: _____	Office Use Only Date Rcvd: _____ Case #: _____ Process Type: _____ Neighborhood: _____ Area Number: _____ Zone: _____ Pre-Ap. 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



Critical Areas Ordinance, BMC 16.55 Exemption Application

A determination of exemption is written approval from the Planning and Community Development Planning Director that confirms the proposed activity is exempt from a Critical Areas Permit. The exemption can specify conditions that assure the activity complies with the provisions of the Critical Areas Ordinance (CAO).

Approval from the Planning Director is required prior to any work in a critical area, unless it is an emergency as defined in BMC 16.55.080 D.1. NOTE: Other federal, state, and local regulations may apply.

REVIEW PROCESS:

The City will use a Type I or Type II process to review the application. A Type II process is required for projects that include a SEPA threshold decision or CAO 16.55.080.D.11. Type I is used for all other projects.

BEFORE YOU APPLY:

A Pre-Application Conference is required for Type II project applications, unless a written waiver is granted by the Planning Director. Pre-Application Conference form and Waiver Application are available at the Permit Center.

APPLICATION REQUIREMENTS:

Additional information may be required by staff in order to evaluate a project for consistency with the CAO.

- A completed Land Use Application form
- Pre-Application Conference or waiver (Type II)
- SEPA Environmental checklist (Type II)
- Mailing list and labels (Type II)
- Application fee payment
- All of the materials and information required by this form

Specify the critical area(s) in which the activity will occur. **NOTE:** Associated buffers are also regulated as critical areas under BMC 16.55.

- Wetland
- Wetland buffer
- Geohazard
- Geohazard buffer
- Fish and wildlife habitat conservation area (streams included)
- Stream buffer
- Frequently flooded area

SITE PLAN REQUIREMENTS:

Identify the critical area(s) on two 11"x17" scaled site plans showing the following information:

- 2 Site plans (min. scale 1"=20') with north arrow.
- 2 reduced 8 ½ x 11" site plans.
- Property lines including dimensions of the project site.
- Location of all existing and proposed structures.
- Driveways and road access easements to existing/proposed buildings, and adjacent streets including street names.
- Vicinity map.
- Location of all existing and proposed utilities.
- Location of any existing critical areas and buffers on the site and adjacent to the site.
- All existing vegetation proposed to remain and all proposed landscaping.
- Topography at 2-foot intervals.

Specify the critical area(s) in which the activity will occur and submit the corresponding information:

- For wetlands and wetland buffers:** The wetland delineation (or reconnaissance) map including buffers, based on the wetland rating, to be completed by a professional wetland biologist. BMC 16.55.290 requires showing all wetlands on site and within 150 feet of the property boundary.
- For streams and other habitat conservation areas:** Provide a map of the stream (a survey of the stream ordinary high water mark may be required) and the minimum buffer. For habitat conservation areas, provide the designation in BMC 16.55.470 and a map showing the location of the habitat conservation area.
- For geohazard areas:** Provide a map of the subject site with the top and toe of the identified geohazard slope and a report prepared by a geologist licensed in the State of Washington identifying conformance with the exemption criteria in BMC 16.55.080. NOTE: Geohazards are identified in BMC 16.55.420.
- For frequently flooded areas:** Provide a map of the FEMA floodplain and floodway, if applicable, or the other designated frequently flooded areas, as determined by the City, see the City Storm and Surface Water Utility Manager for more info.

PROJECT DATA:

1. Describe the project with details, including the purpose:

2. Specify the CAO exemption from BMC 16.55.080 that applies to the proposal.

3. Describe how the proposal meets the exemption criteria. For Essential Public Facilities, refer to BMC 16.5.080.D.11 for specific submittal requirements.

4. List and describe the best management practices (BMPs) to be employed to avoid degradation or impact to the critical area. Refer to BMC 16.55.510 for a definition of BMPs.

5. List all parties who will be conducting the activity. Provide current contact information including address, business phone, and cell phone.

6. Is a Stormwater Permit required for the activity? _____ If so, provide the permit number:

7. Does SEPA apply? _____ If so, provide a completed SEPA checklist concurrent with this application.

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 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):

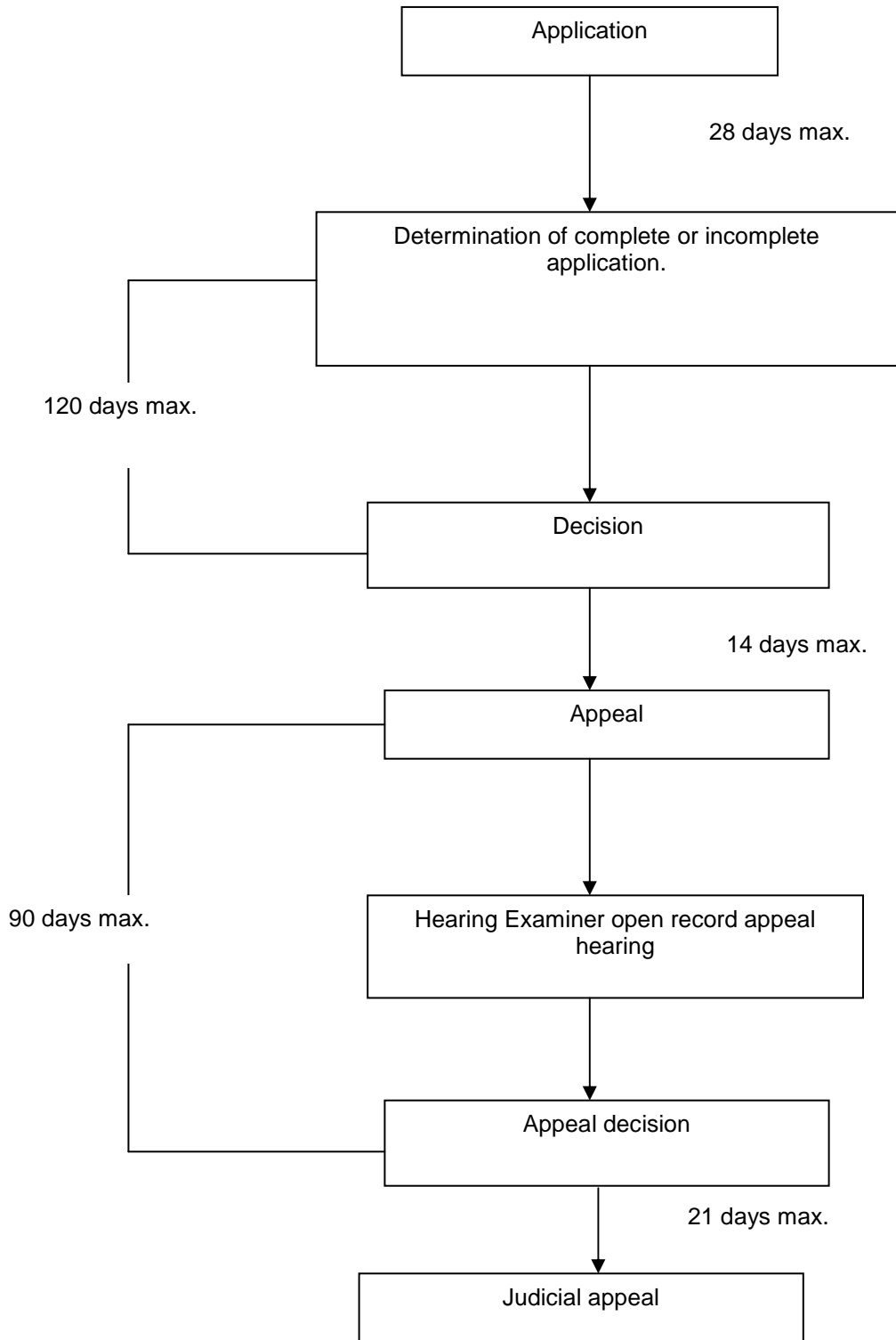
- Alabama Hill
- Birchwood
- CBD
- Columbia
- Cornwall Park
- Edgemoor
- Fairhaven
- Guide Meridian
- Happy Valley
- King Mountain
- Lettered Streets
- Meridian
- Mt. Baker
- Puget
- Roosevelt
- Samish
- Sehome
- Silver Beach
- South
- South Hill
- Sunnyland
- Whatcom Falls
- WWU
- York

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 I PROCESS
(Minor Administrative Decisions)



TYPE II PROCESS
(Administrative Decisions)

