



## 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



## Design Review Application Instructions

Use this packet to apply for design review. The design review regulations and procedures are contained in Bellingham Municipal Code Chapters 20.25 Design Review, 20.26 Fairhaven Design Review District and 21.10 Procedures and Administration.

### **Review Process**

The City will use a Type I or Type II process to review the application. The process steps are shown on the attached diagrams.

Type II is required for projects that include any of the following:

- SEPA threshold decision,
- Construction of a new building,
- Exterior non-residential addition to an existing building, and
- Exterior addition of one or more residential units.

Type I is used for all other projects.

All design review decisions are issued by the Planning and Community Development Director. The Historic Preservation Commission or Design Review Board conducts a review and makes a recommendation to the Director for the types of applications listed below.

### **Fairhaven Design Review District**

Projects in the Fairhaven Core Area: The Commission Chair or Planning and Community Development Director may ask the Historic Preservation Commission to review projects in the core area.

Projects in the Fairhaven Influence Area or Approach Area: The Planning and Community Development Director may ask the Historic Preservation Commission to make a recommendation on new structures.

### **City Center Design Review District**

The Design Review Board reviews the following projects in the City Center Design Review District:

- New buildings and developments
- Additions or exterior alterations with a valuation of over \$50,000 if the building is not on the City, State or National register of historic places

The Historic Preservation Commission reviews the following projects in the City Center Design Review District:

- Alterations and exterior additions to buildings on the City, State or National register of historic places if the alteration or addition has a valuation of over \$50,000. If the project involves a building on the City's register of historic places, an application for a Certificate of Alteration is also required.

## **Before You Apply:**

### **Pre-application conference:**

- A pre-application conference is required for Type II project applications, unless a written waiver is granted by the Planning Director. There is a sign-up fee. See the Pre-Application Meeting Information and Application form for details.
- Applicants are strongly encouraged to discuss the design review process and criteria with Planning staff early in the project planning process.

### **Pre-application design guidance meeting-- City Center Design Review District:**

Projects located in the City Center Design Review District that require review by the Design Review Board must have a pre-application design guidance meeting with the Board prior to application. See the Design Guidance Meeting form.

### **Pre-application neighborhood meeting for some Type II:**

The applicant is required to conduct a neighborhood meeting for projects that are Type II and are either:

- In a Residential zone and have over 1000 square feet of new gross floor area; or
- In any other zone and have over 5000 square feet of new gross floor area.

See the Neighborhood Meeting Instructions form for details on conducting the meeting.

### **Transportation certificate of consistency.**

A transportation certificate of consistency is required, if applicable for the project type.

### **Application:**

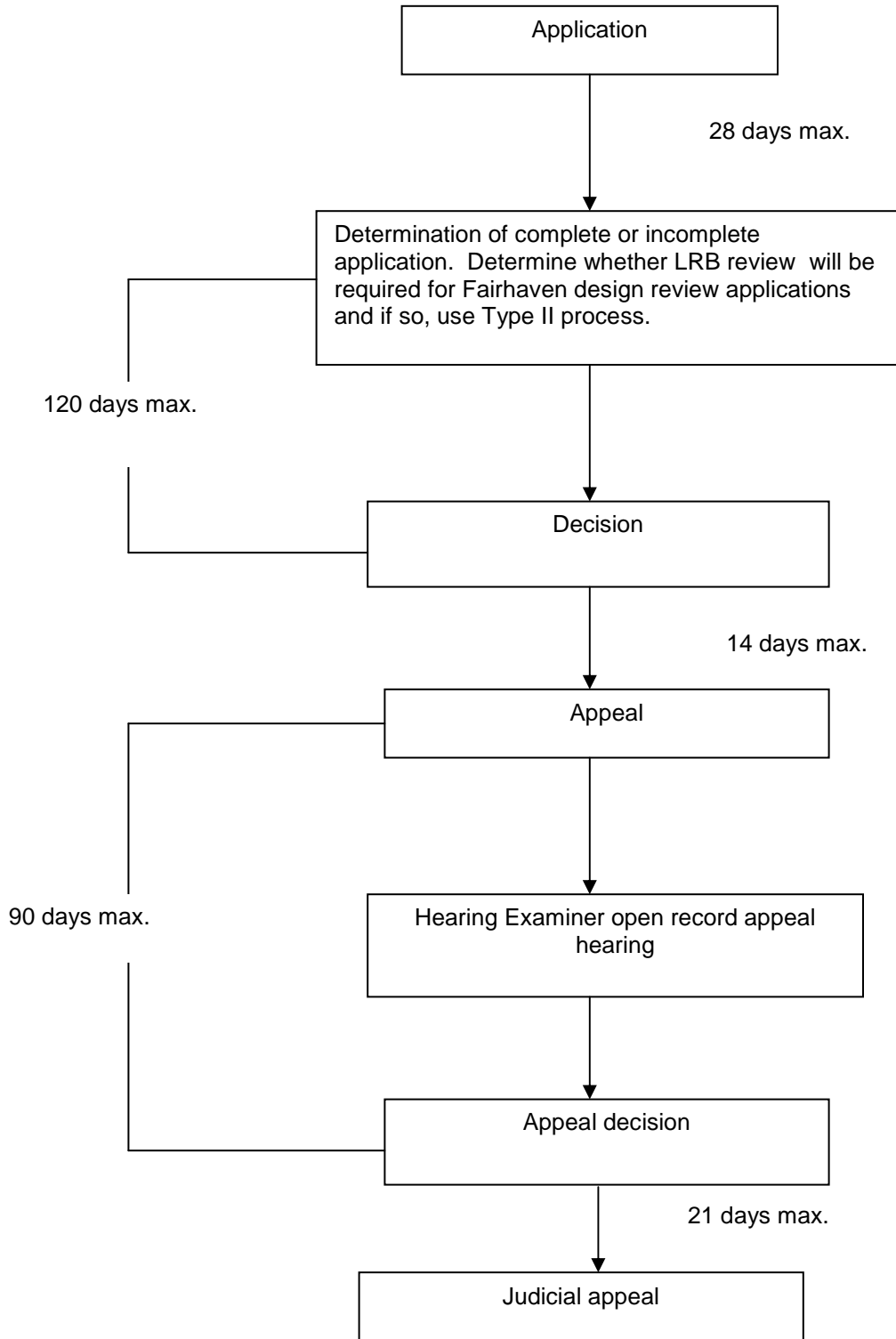
A complete application consists of the completed application form, the materials listed on the attached submittal checklists and payment of the application fee.

**Multiple permits:** Other Type II land use applications must be processed concurrently with design review unless the Planning and Community Development Director approves separate processing.

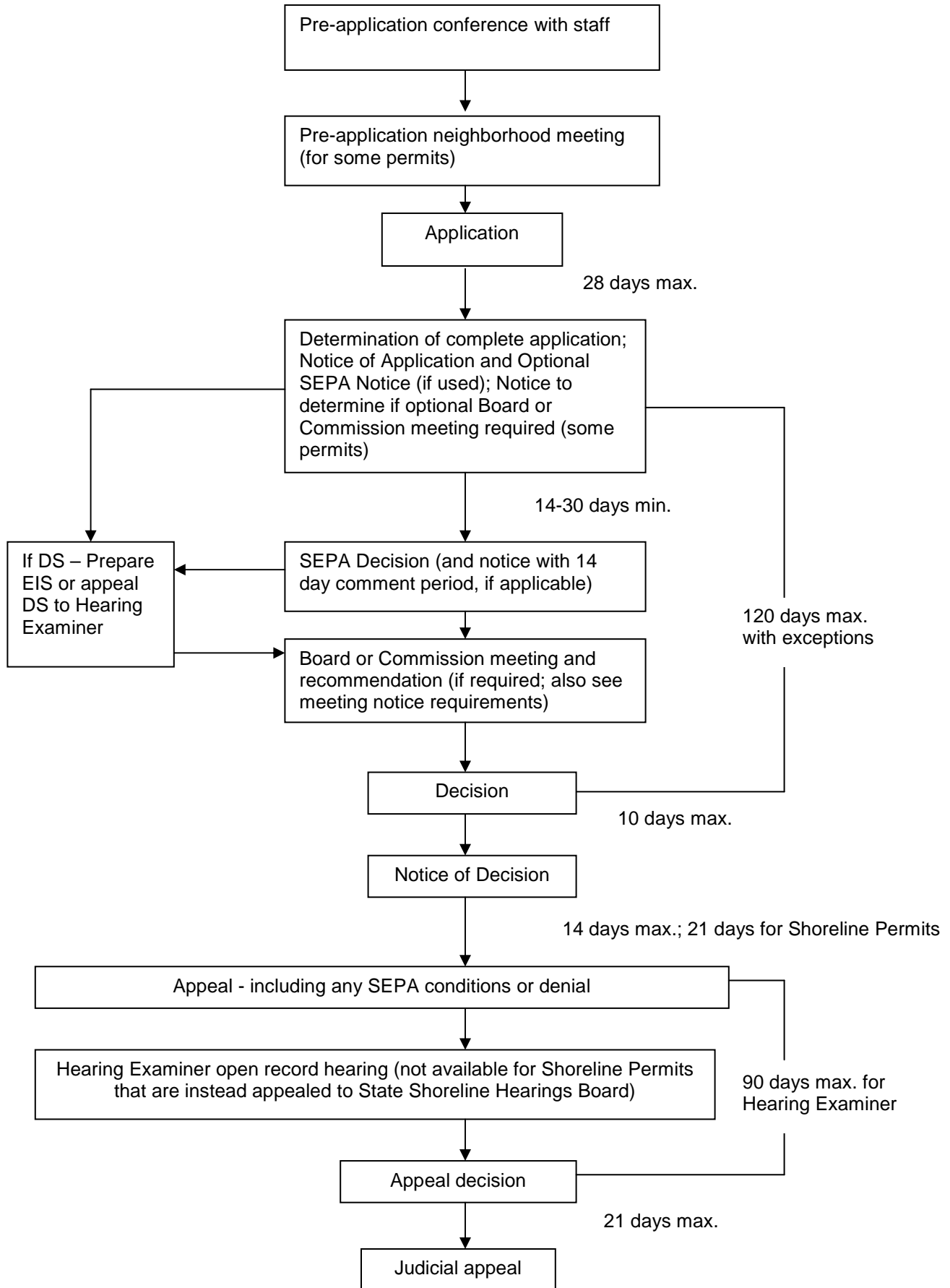
You may request that other permit applications for the project be reviewed concurrently. See Bellingham Municipal Code Section 21.10.060, Optional Consolidated Process.

**Appeals:** The Director's decision on a design review application is final unless an appeal is filed within 14 days of the notice of decision, or decision date if no notice is required. Appeals are decided by the Hearing Examiner.

**TYPE I PROCESS**  
(Minor Administrative Decisions)



**TYPE II PROCESS**  
(Administrative Decisions)



## DESIGN REVIEW APPLICATION CHECKLIST

The following materials must be submitted in order to have a complete application. **Planning staff will help you determine which of these requirements are applicable. See instructions in this packet.**

### RETURN THIS CHECKLIST WITH THE APPLICATION

Applicant to Check if Submitted

- Pre-application Design Guidance Meeting for projects requiring review by the Design Review Board (DRB)
- Pre-application neighborhood meeting or waiver (if required)
- Pre-application conference or waiver (if required)
- Transportation certificate of consistency (if required)
- Land Use Application
- Filing fee (DRB pre-application review fee credited if application is filed within 6 months of the DRB meeting)
- Mailing list and labels (if Type II or requires Board or Commission review)
- Environmental checklist (SEPA)
- Design Standards Review Criteria summary (Multifamily, Fairhaven, or City Center) describing how the project responds to the applicable design review standards . Include graphics with text if necessary.
- One set of 11' x 17" reductions of all plans, including colorized sheets.
- One set of 8 ½ " x 11" reductions of all plans, including colorized sheets.
- Residential Multi Data sheet (attached)
- Photos of the site context showing the subject site and adjacent buildings, including the block face and the block face across the street
- Zoning compliance data (calculate required parking, lot coverage, open space, etc.)
- List new gross floor area: Ground floor: \_\_\_\_\_ Upper floors total \_\_\_\_\_
- Value of new construction and exterior alterations:  \$50,000 or less     Over \$50,000
- Legal description of the property
- Other land use permit applications required for the project
- Other required information: \_\_\_\_\_

New buildings and additions:

- Submit 5 sets (10 if DRB review) of the following plans and graphics folded to 8.5" x 11" size
  - Vicinity map
  - Site plan (see attached Site Plan Checklist)
  - Building elevations drawn at 1/8" = 1' or comparable scale showing all facades with shadowing to show modulation of wall and roof. Include design details such as door and window treatments, awnings, artwork, exterior lighting, building materials, type of window glazing, mechanical equipment screening methods, colors, etc. Dimension building height and floor to floor heights. Include building height calculations in areas with height restrictions.
  - Contextual street elevation showing the proposed building in relation to adjacent buildings
  - Perspective drawings, color renderings or other three-dimensional representations to adequately illustrate the proposal. Models and/or material and color boards may be included.
  - Dimensioned floor plans with uses labeled; include parking garage layout

Exterior building alterations:

- Building elevations of facades showing proposed alterations. Include design details such as door and window treatments, awnings, artwork, exterior lighting, building materials, type of window glazing, mechanical equipment screening methods, colors, etc. Clearly identify new work and existing features to be retained.
- Floor diagrams showing location of existing and proposed uses.
- A site plan may be required if any proposed feature extends into the public street right of way or is subject to setback or other land use regulations.

NOTE: After staff review of the application, additional materials may be required to fully illustrate the building and design features proposed.

**CITY OF BELLINGHAM PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
SITE PLAN REQUIREMENTS 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 & Community Development Department may require additional information when necessary to evaluate the proposal.

Scale shall be standard architectural or engineering. The scale must allow clear depiction of all required information, typically between 1" = 10' and 1" = 40'.

**Existing Site Conditions**

- All lot lines and site boundary dimensions.
- Location, dimensions, gross floor area and use of existing structures. Indicate all structures to be demolished.
- Distances between structures and property lines.
- Location and design of all paving.
- Walkways and bicycle paths.

**New Development**

- Proposed lot lines.
- Existing and proposed easements.
- Location, dimensions, and use of proposed buildings and structures. Include decks, patios, fences and signs.
- Distances between proposed buildings, parking areas and property lines.
- Existing and proposed elevation contours at intervals of not greater than 5 feet. Provide 2-foot contours when requested by the Planning & Community Development Department.
- Location, height, top elevation and width of existing and proposed retaining walls and rockeries. Cross sections may be required.
- Location, dimension and number of parking spaces (including accessible spaces), bicycle parking, drop-off areas and driveway access.
- Proposed and existing pedestrian walkways and surfacing.
- All significant man-made or natural features (ponds, woodlands, streams, etc.)
- Proposed storm water detention and treatment features (swales, ponds, vaults, etc.) Size, location and type of facilities on this preliminary plan shall be consistent with City, State and Federal requirements for storm water management.

(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.)

- ❑ All existing street and alley rights of way abutting the site. Include street name, width of right of way and location of existing improvements such as sidewalk, curb, medians, bus stops, overhead utility lines, street trees, street lights and street improvement width. Note any proposed changes to the street design.
- ❑ Location of existing and proposed utilities within the site such as sewer, water, gas and electricity.
- ❑ Location of existing fire hydrants.
- ❑ Proposed garbage/recycling collection areas and dimensions.
- ❑ 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.** Include the following:
  - scale
  - 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 and type of proposed trees, shrubs and ground cover

**Commercial or Industrial Development**

Add the following information:

- ❑ Identification of service truck access routes.
- ❑ Loading areas.
- ❑ Outdoor storage or display areas.
- ❑ Location and type of screening and buffering proposed.

**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.

## **CITY CENTER DESIGN STANDARDS REVIEW CRITERIA**

Please refer to the City Center Design Standards (**Bellingham Municipal Code Appendix 20-B**) and provide a written explanation on separate piece of paper of how the project meets each of the Handbook's requirements listed below for site and building design.

Additional guidance for development may be found in the **City Center Master Plan**.

### **New Construction and Alterations to Non-Historic Buildings:**

1. **Architectural Character** –
2. **Site Plan** –
3. **Mass, Scale and Form** –
4. ***Exterior Building Materials*** –
5. ***Windows*** –
6. **Entries** –
7. **Auto Oriented and Franchise Commercial Buildings** –
8. **Industrial Uses** –

### **Building Rehabilitation**

9. **Character Defining Features** –
10. **Design of Alterations** –
11. **Storefronts** –
12. **Windows and Doors** –
13. **Entries** –
14. **Kickplates** –
15. **Cornices** –
16. **Façade Materials** –
17. **Design Additions** –

### **Parking Facilities**

18. **Location of Parking Facilities** –
19. **Visual Impacts of Surface Parking and Parking Structures** –
20. **Security and Pedestrian Circulation**
21. **Multi-Modal Transportation Coordination** –
22. **Hardscape Surface Material Selection** –
23. **Landscaping** –

### **All Projects**

24. **Lighting** –
25. **Awnings and Canopies** –
26. **Mechanical Equipment and Service Utilities** –
27. **Signs** –

## **Bellingham Municipal Code 20.25.050 - City Center Design**

**Specific Standards** (Verify compliance with each of the standard topics below)

- Commercial Street Frontage
- Commercial Space Ceiling Height
- Pedestrian-Oriented Street Walls
- Blank Walls
- Weather Protection
- Whatcom Creek
- Sidewalks
- Projections Into the Public Right-of-Way
- Residential Design
- Surface Parking
- Drive-Through Facilities

**Departures** – Please include a list all departure requests and the basis for each departure.

**Departures from design requirements.** The Director may approve departures from the design requirements contained in BMC 20.25.050. All requests for departures shall be identified in the application and reviewed by the Design Review Board following the process in BMC [20.25.030.A.1.b](#), unless the request involves a building on the City, State or National register of historic places, in which case it shall be reviewed by the Historic Preservation Commission. A departure may only be allowed if the Director determines that the applicant has demonstrated that either:

1. In response to difficult physical circumstances relating to the size, shape, topography, location or surroundings of the subject property, an alternative solution is required that meets the intent of the requirement to the greatest extent practical, or
2. An alternative design will provide an equal or better solution that:
  - a. Meets the intent of the standard;
  - b. Is consistent with the City Center Design Standards and/or Residential Multi-Family Design Standards, as applicable;
  - c. Enhances the character and livability of Bellingham's city center;
  - d. Enhances the character and environment for pedestrians;
  - e. Enhances or protects the character of the neighborhood or vicinity by protecting natural features, historic sites, open space, or other resources; and
  - f. Will not have any substantial detrimental effect on nearby properties and the City or the neighborhood.

## **FAIRHAVEN DESIGN REVIEW CRITERIA**

Please refer to **BMC 20.26 Fairhaven Design Review District** and provide an explanation (on separate pages) of how the project meets each of the District's standards by answering the following questions. Attach additional pages as needed. Please answer each question completely or explain why it does not apply.

**1. The project is located in the following District sub-area:**

**Core  
Influence  
Approach**

- 2. If the project involves modifications to existing buildings, how will it substantially preserve the building's historical or architectural outward appearance?**
- 3. If a new building is proposed, how will it result in a harmony of scale, architectural style, sidewalk level use and materials consistent with the existing architectural and historical character of the area?**
- 4. What types of building materials will be used, and how are they compatible with the primary historic buildings in the Fairhaven Core? (Core and Influence areas only.)**
- 5. How has the project been designed to mimic or achieve compatibility with the architectural features of existing buildings of significance in regard to such things as roof slope and pitch, window and entry treatment, cornices and other detailing and lighting fixtures?**
- 6. Where will exterior mechanical equipment be located and how will it be screened to minimize noise and visibility?**
- 7. If signs are proposed, provide plans showing their size and location on the building façade or site. Identify proposed materials and lighting method. If a neon sign is proposed, describe why it is appropriate for the district at this location.**

## **MULTI-FAMILY RESIDENTIAL DESIGN REVIEW CRITERIA**

Please refer to the **Multifamily Residential Design Handbook** and provide an explanation (on separate pages) of how the project meets each of the Handbook's requirements listed for site and building design by answering the following questions. Attach additional pages as needed. Please answer each question completely or explain why it does not apply.

### **SITE DESIGN**

1. How does the project orient buildings to public streets and open spaces in a way that corresponds to the site's natural features and enhances the character of the street for pedestrians?
2. How does the project provide functional pedestrian and vehicular connections to existing neighborhoods?
3. How does the project minimize the impact of parking facilities on the fronting street, sidewalk and neighboring properties?
4. Does the project preserve any significant natural features? How has the need for cut and fill been minimized?
5. Are fences or walls proposed along streets or public walkways? If so, how will they be designed to maintain a pedestrian scale?
6. How has useable space been located and designed to encourage its use for leisure or recreational activities?
7. Will the project include:
  - Group mail boxes
  - Common trash and recycling areas
  - Bus stop
  - Sign
8. Describe proposed type of exterior lighting and method to minimize glare.
9. Describe how the proposed landscaping will be in scale with the buildings, spaces and compliments the function of the open space. How will parking areas be broken up and screened?
10. If new public sidewalks are proposed, what design standard is proposed? Does this match the design of any adjacent street sidewalks?
11. If open storm water facilities are needed, how have they been incorporated into the landscaping plan and how does their design minimize impacts on natural site features?

### **BUILDING DESIGN**

12. What elements of the building help it conform to the scale of the surrounding development?
13. If the project is in an established neighborhood, what architectural elements does it have in common with the surrounding residential buildings?
14. How does the design help provide privacy for the residents and preserve the privacy of neighboring properties?
15. What elements of the building design give it visual interest and a human scale?
16. What types of windows, trim and exterior materials are proposed?
17. If existing buildings will be incorporated into the project, how will the integrity of their design and yard space been preserved?

**CITY OF BELLINGHAM PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
MULTIFAMILY RESIDENTIAL PLAN DATA SHEET**

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

If the project is located in a Planned land use district (Use Qualifier) or has applied for a City of Bellingham multifamily tax exemption, enter the development contract or application number:

\_\_\_\_\_ Not applicable Contract/application number: \_\_\_\_\_

Total number of units: \_\_\_\_\_

	Studio	1-bedroom	2-bedroom	3-bedroom	4-bedroom
Existing units					
Proposed units					
-Demolished units	-	-	-	-	-
Total net units					

Total site area: \_\_\_\_\_

Proposed Density: \_\_\_\_\_ square feet of land area per dwelling unit

Lot coverage: \_\_\_\_\_ square feet. \_\_\_\_\_ percent of site

Open space: \_\_\_\_\_ square feet. \_\_\_\_\_ percent of site

Total useable space: \_\_\_\_\_ square feet

Private: \_\_\_\_\_ square feet

Common: \_\_\_\_\_ square feet

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

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Total number of parking spaces proposed: \_\_\_\_\_

Number of garage parking spaces: \_\_\_\_\_

Number of carport parking spaces \_\_\_\_\_

Check Yard Setback Options Taken:

None

Side yard window wall

Side yard wall without window

Rear yard window wall

Rear yard wall without window

Height of tallest building: \_\_\_\_\_ feet under definition #1

\_\_\_\_\_ feet under definition #2

## **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: \_\_\_\_\_

NAMES AND MAILING ADDRESSES OF SURROUNDING PROPERTY OWNERS.

Following are the names and mailing addresses of all property owners having property within 500 feet of the exterior boundary of the subject property. Said names are as recorded in the Whatcom County Assessor's Office and as appear in the authentic tax records of this County. (Attach extra pages if needed.) Also provide mailing labels for each address listed, per the attached mailing list label instructions.

PRINT CLEARLY OR TYPE (IN BLUE OR BLACK INK)

NAME OF CONTACT PERSON	MAILING ADDRESS	CITY/STATE	ZIP CODE		
_____	_____	_____	_____		

NAME OF NEIGHBORHOOD REP/ASSNS	MAILING ADDRESS	CITY/STATE	ZIP CODE		
_____	_____	_____	_____		
_____	_____	_____	_____		
_____	_____	_____	_____		
_____	_____	_____	_____		

NAMES OF PROPERTY OWNERS	MAILING ADDRESSES	CITY/STATE	ZIP CODE	PARCEL NUMBER	LOT/BLOCK/PLAT
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I \_\_\_\_\_ being duly sworn on oath, hereby certify that I have familiarized myself with the rules and regulations with respect to preparing and filing this application, that the foregoing statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief, and that the list of names and addresses of property owners within 500 feet of the subject is complete and correct according to the records of the Whatcom Assessor's Office as of \_\_\_\_\_, 20 \_\_. I understand that if this list does not contain accurate information as listed in the Assessor's Office, this application may be successfully challenged and result in the necessity to reapply.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_.

Signature \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of Washington  
Printed name \_\_\_\_\_  
Residing at \_\_\_\_\_



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	



