



**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: _____	<p><b>Office Use Only</b></p> 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



**GRADING PERMIT PROCEDURES AND REQUIREMENTS**  
**(Process Type I or II)**

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

The City of Bellingham **Grading Ordinance** was adopted in October of 1995. "Grading" is the movement of soil in the form of excavation and/or placement of fill. The purpose of the ordinance is to recognize that grading is a necessary and beneficial activity when appropriately managed, and to reduce harmful effects to the community and the environment.

Pre-Application Steps:

- A pre-application conference or waiver is required for some projects. See the Pre-Application Conference form.

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. Address of Subject Property \_\_\_\_\_
2. Name of Contractor \_\_\_\_\_ Phone \_\_\_\_\_
3. Located in Watershed? \_\_\_\_\_ Area to be graded (**in square feet or acres**) \_\_\_\_\_
4. Current condition or use of site \_\_\_\_\_  
\_\_\_\_\_
5. Proposed use \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Description of existing structures on-site and adjacent to site (including underground / overhead utility lines) \_\_\_\_\_  
\_\_\_\_\_
7. Total amount to be excavated / exported, in any (**in cubic yards**) \_\_\_\_\_
8. Destination of export / Permit # \_\_\_\_\_

9. Total amount to be filled / imported, if any (in cubic yards) \_\_\_\_\_

10. Hours of operation \_\_\_\_\_

11. Description of project timing / phasing, including start and end dates \_\_\_\_\_

**EXEMPTIONS:**

You do not need a grading permit from the City of Bellingham Planning & Community Development Department if you have an issued building permit, which includes the grading activity on the site plan or if you meet the exceptions in the Grading Ordinance (attached). You must still meet the performance standards of the Grading Ordinance.

**GRADING PERMIT REQUIRED**

You must obtain a grading permit from the City of Bellingham Planning & Community Development Department if you do not meet the above exemptions. A State Environmental Policy Act (SEPA) Checklist and a Stormwater Management Permit application may also be required.

Apply for a **Minor Grading Permit** if you will be grading 500 cubic yards or less. This is a **Process Type I** application if no SEPA checklist is required. Process Type I applications are not required to complete the attached mailing lists and label forms. If a SEPA checklist is required, Process Type II will be used. Process Type II applications must complete the attached mailing list and label forms.

You may apply for a **Major Grading Permit** if you will be grading more than 500 cubic yards. This is a **Process Type II** application if a SEPA checklist is being processed concurrently. Process Type II applications must complete the attached mailing list and label forms.

**ACKNOWLEDGEMENT AND SIGNATURE:**

I hereby acknowledge I have read this permit application and state the above information is correct and I agree to comply with all city ordinances and state laws regulating activities covered by this permit application.

Applicant's Signature: \_\_\_\_\_

Applicant (Print or Type): \_\_\_\_\_

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**For Staff Use:**

Process Type I application       Process Type II application (SEPA checklist, mailing list and labels required)

Other permits needed (Y/N): \_\_\_\_\_

Shoreline Permit: \_\_\_\_\_ Clearing Permit: \_\_\_\_\_ Stormwater Permit: \_\_\_\_\_

Building (retaining walls): \_\_\_\_\_ Pub. Wks. (rights-of-way): \_\_\_\_\_

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

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**STANDARDS AND REQUIREMENTS:**

**A. REQUIRED ATTACHMENTS:**

1. Site Plan(s) as described below.
2. Erosion control and drainage plan consistent with the requirements of the Stormwater Management Ordinance administered by the Public Works Department. Contact Public Works at (360) 676-6961 for more information.
3. If a Major Grading Permit:
  - a) a site restoration, re-vegetation or stabilization plan
  - b) names and addresses of abutting property owners
  - c) a transportation plan to be reviewed by the Public Works Department if over 5,000 cubic yards of import or export.
  - d) parcel legal description and size
  - e) SEPA Checklist and fee

**B. PERFORMANCE STANDARDS:**

The following standards apply to all grading actions within the City:

1. Written permission from the legal property owner(s) if grading is performed by a non-owner
2. Compliance with all applicable ordinances and zoning provisions
3. Identification of property corners and lines by staking or flagging when within ten feet of abutting properties or rights-of-way
4. Location and protection of underground utilities, storage tanks, septic systems or other potential hazards
5. A proper vehicle access point such as a crushed rock entrance sufficient to prevent the transport of dirt, mud, and debris offsite
6. Work site perimeter containment/erosion control sufficient to prevent the transport of earth materials or silt contaminated stormwater runoff off-site or onto rights of way, into water bodies, drainage courses or environmentally sensitive areas
7. Work hours and methods compatible with weather conditions and surrounding property uses
8. Prevention of any damage or nuisance to adjacent public or private properties, structures, facilities or occupants
9. Maintenance of the property and work site in a safe and stable condition

**C. INFORMATION REQUIRED FOR ALL GRADING PERMITS, MAJOR AND MINOR:**

Please provide a clear site plan of the entire parcel, including the work area, and the following:

1. Schematic description of the grading work to be performed including total volume of earthwork, before and after dimensioned footprints, depth, elevation, slopes and cross sections

2. Scale and North arrow
3. Dimensions of site with property corners shown
4. Description and topography of site, including slopes greater than 15%
5. Any surface water features: streams, wetlands, seeps, springs, seasonal drainages, and any proposed alterations to drainage
6. Adjacent roads, access points, and the construction entrance
7. Existing and proposed structures, including retaining walls
8. Potential hazards, such as septic tanks or underground utilities
9. Location of any adjacent Parks property, designated Open Space, or rights-of-way

**D. MAJOR GRADING PERMIT REQUIRED INFORMATION:**

Please provide additional information including:

1. A vicinity map
2. All easements
3. Grading contours showing before and after features, cut and fill cross sections, and lifts or layering if applicable
4. Any visual screening, if in a residential area

**E. FEES**

A filing fee as determined by Council (see separate Fee Schedule) is due upon submittal of the application.

**F. MAILING LABELS REQUIRED FOR PROCESS TYPE II APPLICATIONS**

Grading permit applications that require submittal of a SEPA checklist must also provide a mailing list and labels per the attached mailing address forms and instructions.

**G. APPEALS**

Grading permit decisions may be appealed to the Hearing Examiner under the procedures contained in BMC 21.10.

**H. FURTHER INFORMATION**

Contact the City of Bellingham Planning Division at (360) 676-6982 for information on erosion control, native plant landscaping, disposing of land clearing debris, safety of cut or fill slopes, hazard tree assessment, or any other question may you have about your grading project.

## **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)

