



**Permit Center**  
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**DESIGN GUIDANCE MEETING – CITY CENTER DESIGN REVIEW**  
(Pre-Application - Design Review Board or Historic Preservation Commission)

Office use only:

Date Rcvd: _____	File Number: _____	Assigned Staff: _____
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**Project Name** \_\_\_\_\_

**Project Address** \_\_\_\_\_ **Parcel Number(s)** \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

**Applicant**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Primary Contact ( for all notices and reports regarding this application – if other than applicant)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

By my signature, I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge.

**Signature of Applicant/Agent (required):** \_\_\_\_\_ **Date** \_\_\_\_\_

## PURPOSE OF THE DESIGN GUIDANCE MEETING

This meeting applies to City Center Design Review District projects. A pre-application meeting with the Design Review Board is required for new construction or exterior alteration if it is:

- Valued over \$50,000 and
- Not on the National, State or Local Historic Register.

If the project involves a building on a Historic Register a pre-application meeting is recommended but not required. This meeting is with the Historic Preservation Commission.

The pre-application meeting provides early guidance on design standards at the project concept stage. You are encouraged to submit alternative concepts. Pre-application guidance is not a decision on the project. It does not imply approval.

## MEETING AND PRESENTATION

Planning staff schedules pre-application meetings based on the Board and Commission regular meeting dates. An overhead display projector is available for presentations. Display boards may also be used. Ask your assigned Planner for details.

## SUBMITTAL CHECKLIST

- 1. Application form.
- 2. Filing fee. This fee is credited to the application fee if application is made within 6 months of the pre-application meeting.
- 3. Statement describing the development objectives.
- 4. Narrative describing how the proposed concept(s) will address the design standards. If the building is on the Local Historic Register, include the Certificate of Alteration Criteria in Bellingham Municipal Code 17.90.060.E.

### Submit 10 copies in 11" x 17" format:

#### New buildings and additions:

- 5. Vicinity map or aerial photo. Label surrounding uses, zoning, streets and pedestrian routes.
- 6. Photos of the site context. Include the subject site and adjacent buildings, including the block face and the block face across the street.
- 7. Conceptual site plan(s), with any alternatives being considered. Include site dimensions, existing and proposed buildings and structures, structures to be removed, abutting sidewalks, access points and significant site features.
- 8. Building design concept. Include conceptual elevations and isometric or other three-dimensional massing diagram.
- 9. Contextual street elevation showing the proposed building height and mass in relation to adjacent buildings.
- 10. Conceptual floor plan(s) showing uses.

#### Exterior building alterations:

- 11. Photo of existing building elevation(s).
- 12. Concept sketch(es) of proposed changes.