



LOCAL LANDMARK REGISTRY APPLICATION (Process Type V-B)
(PLEASE TYPE OR PRINT CLEARLY IN BLUE OR BLACK INK)

Application Requirements:

- A completed Land Use Application form
- All of the materials and information required by this form
- Application fee payment

Project Data:

1. Nomination Statement (Refer to the attached criteria for historic building designation. Prepare a written statement stating the reasons why the building should be placed on the local registry). _____

2. Attachments: Please feel free to include any information, materials, or photographs, which you feel are pertinent to placement of the building on the local historic registry.

Please complete the following information:

Attach:

1. A Nomination Statement discussing why this building should be placed on the Historic Register. (Refer to the criteria in Bellingham Municipal Code 17.90.050.)
2. Information on how this proposal is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of the community.

3. Information on how this proposal meets one or more of these three criteria:
 - a. It is associated with events that have made a significant contribution to the broad patterns of national, state, or local history, **or**
 - b. It embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction; **or**
 - c. It represents a significant and distinguishable entity whose components may lack individual distinction.

List: (Attach additional sheets if necessary).

1. All significant historic, artistic, and decorative features of the building, such as doors, windows, and trim. _____

2. Any additions or changes to the building since construction. Include the date of new construction. (Work more than 50 years old may contribute to the building's historic nature.) _____

Provide: (Attach additional sheets if necessary).

1. Black and white photographs of the entire exterior and close-up photographs of design details. (Include an index map showing where the photos were taken).
2. All available older photographs of the building, especially photographs that are 50 or more years old.
3. A site plan or air photo at an appropriate scale (no less than 1" = 40'). (Include property lines, structure(s), and recycle/garbage location and enclosure materials).
4. A Landscape Plan showing location and species of significant trees more than 50 years old.
5. A roof plan showing the location of mechanical unit(s) (if not shown on the site plan).

Additional Information: (Attach additional sheets if necessary).

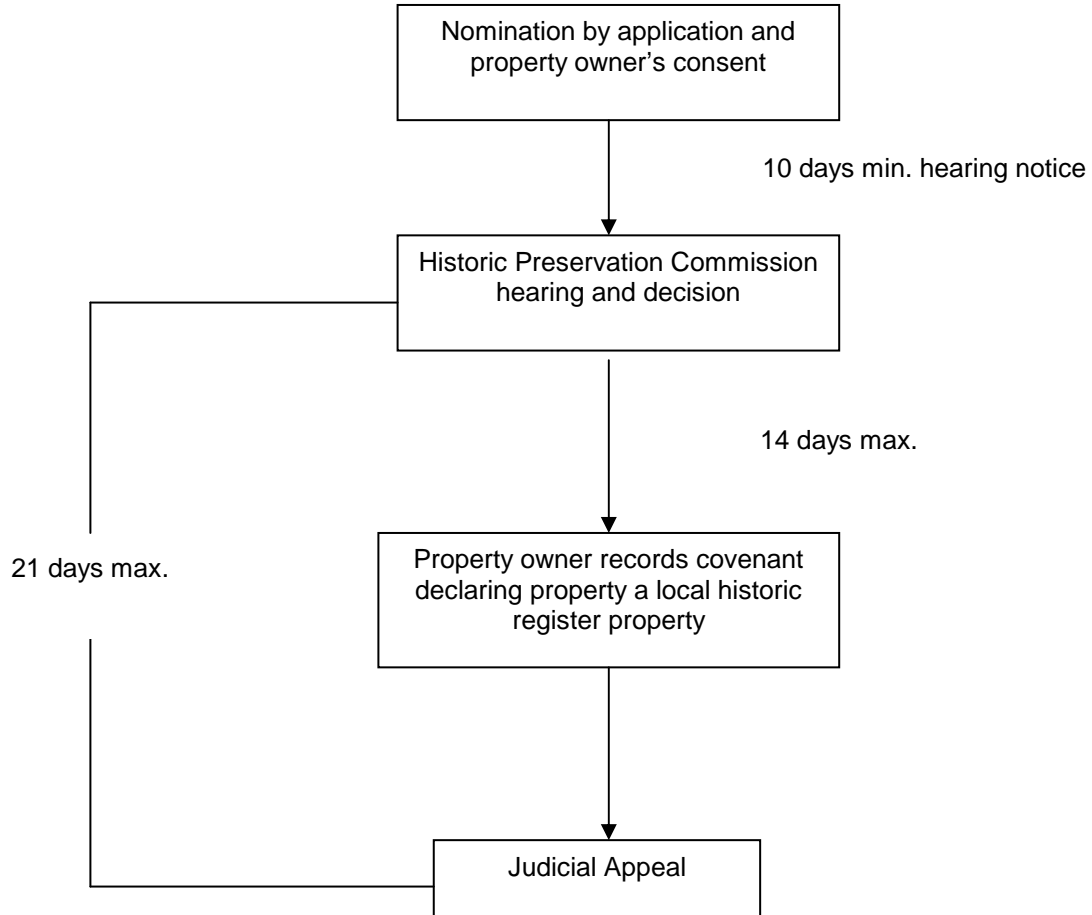
1. Include other information, materials, and photographs that explain why the building should be placed on the local historic register.
2. If all or part of this building's interior would be included:
 - a. List Interior Features with architectural detail or other distinction that contribute to the property's historic designation.
 - b. Provide floor plans. Discuss the use of these interior space(s).
 - c. Include black and white photographs of the entire interior as required above.

I/we, _____, property owner(s) of
_____ do hereby nominate this building
for placement on the local historic registry.

Signature

Signature

TYPE V-B PROCESS
(Local Historic Register)



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: _____

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.) Provide mailing labels for each address listed, per the attached 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 _____

