



Permit Center

210 Lottie Street, Bellingham, WA 98225
Phone: (360) 778-8300 Fax: (360) 778-8301 TTY: (360) 778-8382
Email: permits@cob.org Web: www.cob.org/permits

PRE-APPLICATION NEIGHBORHOOD MEETING INSTRUCTIONS

Some land use permits and all comprehensive plan amendments require a neighborhood meeting prior to submittal of the permit or plan amendment application to the City. This form explains how to arrange and conduct it. The neighborhood meeting is intended to benefit both the applicant and the public by initiating early discussion before permit application. It is the applicant's responsibility to hold the meeting.

Find a Location for the Meeting

Find a location that is as near as possible to the project site. The Bellingham School District, Bellingham Parks and Recreation Department and Public Library have meeting spaces available for community use. Meeting halls, community rooms, churches, offices and other private facilities may also be available in the local neighborhood.

Prepare a Mailing List

See the Mailing List Instructions attached. Include the applicable neighborhood associations, Mayor's Advisory Commission members, Planning and Community Development Department and the news media. These addresses are available from the Planning and Community Development Department. Planning staff can tell you which neighborhoods, associations and news media to include.

Schedule a Meeting Date

Neighborhood meetings should be scheduled on weekday and non-holiday evenings. If your project has been assigned to a staff planner, arrange a date that he/she can attend. Allow yourself time to prepare the mailing list and notice for mail out **at least 10 days** (14 days for a comprehensive plan amendment) before the meeting. Submit the Project Description for a Pre-Application Neighborhood Meeting form to the Planning and Community Development Department as soon as the date is known and **not less than 10 days** before the meeting so a staff planner can make arrangements to attend.

Mail and Post Notices

Notice format: Include the information in the attached sample meeting notice and a project vicinity map showing the location of the project site.

Mailing: Mail the notice to those on the mailing list **at least 10 days** before the meeting. Keep a record of the mailing date.

Posting the project site: Encase a copy of the meeting notice in a plastic bag (or laminate) for weather protection. Attach the notice to a yellow "Public Notice" sign (available for purchase at the Planning Department). Post the "Public Notice" sign on the project site in a location where it can be read from an abutting public street **at least 7 days** (14 days for Process Type VI applications such as comprehensive plan amendments) prior to the meeting. Keep a record of the posting date.

Suggestions For Conducting an Effective Meeting

The neighborhood meeting is intended to benefit both the applicant and the public by initiating early discussion, before permit application. The character and length of the permitting process may be largely determined by this first meeting. You, as the applicant or initiator, are responsible for both the quality of the information presented and the manner in which you conduct the meeting. You are advised to be patient, constructive in your comments, and take notes. The following additional guidelines are suggested to make the meeting both informative and productive for applicants and neighborhood residents.

1. Introduce yourself as the person conducting the meeting. Let the attendants know that you are holding this meeting at the direction of the City, but that no application has yet been made for City permits. The purpose of the meeting is to let the applicant inform residents about the proposal and to inventory their concerns before a permit application is submitted.
2. Use maps and graphics to show where the property is located and what is proposed. Also bring handout copies.
3. Bring your technical advisors, such as an engineer or architect, to provide information and listen to comments.
4. For all applications except a comprehensive plan amendment, distribute copies of the Neighborhood Pre-Application Meeting Land Use Permit Application handout included in this packet. Let the audience know they can also contact the Planning and Community Development Department to find out more about the permit/approval process or refer questions to a staff planner attending the meeting.



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**PRE-APPLICATION NEIGHBORHOOD MEETING
PROJECT DESCRIPTION**

Please complete and return to the City of Bellingham Planning and Community Development Department.

Location of the proposed project: _____

Type of permit(s) needed: _____

Applicant:

Name: _____

Address: _____

Phone: _____

Neighborhood meeting to be held:

Location: _____

Date: _____

Time: _____

Description of the request including size of the property, proposed uses and sizes of proposed buildings or structures.

SAMPLE FORMAT FOR NEIGHBORHOOD MEETING NOTICE

NOTICE OF PUBLIC MEETING

You are invited to attend a meeting being held by _____(name)
at _____(Location) on _____(Date) at
_____ (Time) to introduce the following proposed project: _____

(Include the location and description of the proposal. Attach a reduced copy of the site location and site plan if possible.)

We are holding this meeting to tell you about the proposal and invite your comments and questions. As required by the City of Bellingham, it is being conducted before we apply for land use permits (or plan amendments, as applicable.) We can be reached by contacting _____(name) at _____(phone number) if you have any questions regarding the meeting.



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PRE-APPLICATION NEIGHBORHOOD MEETING AND THE LAND USE PERMIT APPLICATION PROCESS

(Handout for the Neighborhood Meeting)

What is a pre-application neighborhood meeting?

Some land use permits require an applicant to conduct a neighborhood meeting prior to submitting an application to the City. The applicant, not the City, conducts this meeting. The purpose of the meeting is to inform people about the nature of the proposed development and give the applicant an opportunity to hear comments and questions prior to submitting an application. A City staff member usually attends the meeting. At this stage the City has not received or reviewed an application for the project and will not make recommendations regarding the proposal, but will be able to provide information about the permit process.

Will I get a notice when the application is submitted?

Notice of an application is given by the following methods:

Mail. The City will mail a notice of application and comment period to owners of property within 500 feet of the proposed project. Notices are mailed to the owner's address as listed with the County Assessor. If you received a notice of the applicant's neighborhood meeting, you will get a notice of application. Notices are also mailed to the Mayor's Advisory Commission Neighborhood Representative and to any neighborhood association that has registered with the Planning and Community Development Department to receive notices for proposals in their neighborhood.

You can ask to be added to the mailing list for a project that has had a pre-application neighborhood meeting by contacting the Planning and Community Development Department.

Posted notice. The project site is posted with a yellow public notice sign containing the application notice.

City of Bellingham web page. Public notices issued by the Planning and Community Development Department are posted on the City's web page at www.cob.org through Quick Links to City Data Bases, Planning Notices or www.cob.org/cob/Pubnot.nsf.

How can I comment on the proposal?

Getting information. There may be changes in the proposal after the neighborhood meeting. Once an application is submitted, you may review the plans and obtain information at the Planning and Community Development Department from 8:00 AM to 4:00 PM Monday through Friday. The Planning Department is located at City Hall, 210 Lottie Street, Bellingham, WA. You may also contact the Planning staff listed on the Notice of Application to get more information.

Sending written comment. Send written comments to the Planning and Community Development Department prior to the end of the comment period on the Notice of Application.

Written comments received after the end of the comment period will be considered only if they are received prior to the close of any public hearing and prior to making a decision on the application.

Commenting at a public hearing. Some applications require a public hearing. The Notice of Application will state whether a hearing will be held. The hearing date is either listed on the Notice of Application or will be in a separate hearing notice mailed at least 10 days before the hearing. Anyone may speak and/or submit written comments at the public hearing.

How can I find out what decision was made on the application?

Send a written request to receive a Notice of Decision to the staff contact on the Notice of Application. Anyone sending written comment on the application before a decision is made will also receive a Notice of Decision. This notice contains the deadline to appeal a decision.

Notices of Decision are listed on the City's web page at www.cob.org through Quick Links to City Data Bases, Planning Notices (www.cob.org/cob/Pubnot.nsf). Hearing Examiner decisions are also listed in Quick Links to City Data Bases, Hearing Examiner Rulings (www.cob.org/cob/helog.nsf). You can request a Notice of Decision and get additional information from the City Contact listed in the ruling.

Comprehensive Plan Amendments result in passage of an ordinance by the City Council rather than the issuance of a Notice of Decision. Contact the Planning and Community Development Department for information.

How to get more information about the process:

If you have any other questions regarding the public review process required for a specific application, contact the Planning and Community Development Department at 360-778-83000.

MAILING LIST INSTRUCTIONS:

As you get ready to prepare your labels keep the following checklist in mind:

- The information was acquired from the Assessor's office or database
- Addresses for the following members have been included on the label sheet
 - Property Owner Applicant / Contact for Proposal Bellingham Herald
 - All property owners within the required 500' radius (100' for Home Occupation Applications)
 - Applicable Mayor's Neighborhood Advisory Commission Representatives
 - Applicable Neighborhood Association Representatives (This information can be found at <http://www.cob.org/documents/planning/applications-forms/nbrhd-media-notification-list.pdf>)
- Mailing information has been printed on Avery 5160 labels (*see attached example*)
- All of the information **completely fits** on a single label
- Notarized **Address Information Verification form** has been completed

NOTE: Errors in mailing labels may result in process delays and re-notice fees.

Obtain Property Ownership Information from the Whatcom County Assessor's Office

- The Assessor's Office is located on the first floor of the Whatcom County Courthouse, 311 Grand Avenue, Bellingham, 360-676-6790.
- 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).
- Utilize the Assessor's map to measure the required ownership notice distance (listed on the application) and record the parcel number for each property within or partially within the required distance of 500 feet (*100 feet for Home Occupation*) from the boundary of the project parcel. 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.
- Record the property owner's name and mailing address by accessing each parcel number via the computer terminals at the Assessor's Office or through the Internet by accessing the database under "Real Property Search" at www.whatcomcounty.us/assessor/index.jsp. 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.

Print addresses on Avery 5160 labels

- Labels **must** include the address and fit on one Avery 5160 label:
- Please **DO NOT**
 - o **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.
 - o **List** the tax parcel number on the labels

Address Information Verification form:

Form must be notarized and include a copy of the parcel numbers and property owner's name and mailing address information attached.



Address Information Verification

I / We _____, 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' 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.

Signature: _____

Date: _____

Signature: _____

Date: _____

STATE OF WASHINGTON)
) SS
COUNTY OF WHATCOM)

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____
_____, 20____.

Signature of Notary Public:

Name Printed

My appointment expires

<p><i>Avery 5160 labels or in Avery 5160 label format</i></p>	<p><i>Font – Arial, 11</i></p>	
<p>Property Owner Address City, State, Zip</p>	<p>Applicant Address City, State, Zip</p>	<p>MNAC Representative Address City, State, Zip</p>
<p>Neighborhood Association Rep Address City, State, Zip</p>	<p>Bellingham Herald Community News Department 1155 N. State St. Bellingham, WA 98225</p>	<p>All Property Owners within the specified radius:</p>
<p>First name Last name Address City, State, Zip</p>	<p>First name Last name Address City, State, Zip</p>	<p>First name Last name Address City, State, Zip</p>

