



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

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.

Grid of permit checkboxes including Accessory Dwelling Unit, Binding Site Plan, Clearing Permit, etc. Includes an Office Use Only section with fields for Date Rcvd, Case #, Process Type, etc.

Project Information

Project Address 2933 Lindbergh Ave Zip Code 98225
Tax Assessor Parcel Number (s) 380223 519114 0000
Project Description Type IIIA: Two-Lot Short Plat utilizing 1 1/2 Rounding Provision

Applicant / Agent

Primary Contact for Applicant

Name Alex Chose
Mailing Address 222 Grand Avenue, Suite C
City Bellingham State WA Zip Code 98225
Phone (360) 733-5760 Email achose@jepsonsurveying.com

Owner (s)

Applicant Primary Contact for Applicant

Name Brannon P. Finney
Mailing Address 2933 Lindbergh Avenue
City Bellingham State WA Zip Code 98225
Phone (907) 723-7926 Email brannonfinney@yahoo.com

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 [Signature] Date 2-19-24
City and State where this application is signed: Bellingham WA
City State



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SHORT SUBDIVISION APPLICATION (Process Type II, III-A or III-B)

This application is for all short subdivisions and short cluster subdivisions that require a Type II or III-A process as stipulated in BMC 21.10.040(C), (D) and (E) including the following by process type:

Type II:

1. 5-9 lot short subdivision that does not include use of the cluster provisions;
2. Short cluster subdivision consisting of up to 4 lots not utilizing a density bonus; (Director may require Process Type III-A); and
3. Type I short subdivision application requiring a SEPA checklist.

Type III-A:

1. Short subdivision utilizing the rounding provision pursuant to BMC 23.08.040(D)(2) and not requiring a Type III-B process.

Pre-Application Steps:

- Pre-Application conference or waiver when critical areas permit is required. Identify permit number: PRE 2023-0101
- Transportation concurrency certificate, if applicable. Identify permit number: CON _____

Application Requirements:

- A completed Land Use Application form.
- A completed Short Subdivision Application form, including all information required by this form.
- A completed Legal Lot Application form, unless specifically waived.
- Written response to the performance criteria pursuant to BMC 23.08.030.
- Written response to the decision criteria pursuant to BMC 23.12.030.
- Written response to criteria that is applicable to the proposal specifically for the rounding provision and/or use of cluster provision.
- A completed Departure application form, if a departure and/or variance is requested.
- SEPA Checklist, if applicable.
- Application fee payment(s).
- Mailing list and labels as described in the attached mailing list instructions.

Project Data:

1. Name of Short Subdivision Finney Short Plat

2. Number of Lots 2

3. Description of proposal and intended use of the proposed lots:

The proposed Two-Lot Short Plat utilizes the One and a Half Rounding Provision. This subdivision project is being pursued

with the intention of building a Single Family Residence on the newly created lot (Lot 2).

4. Developer information, if different than owner or applicant:

Name: _____

Address: _____ **N/A**

Phone number: _____

Email: _____

5. Civil Engineer information:

Name: _____

Address: _____ **N/A**

Phone number: _____

Email: _____

6. Surveyor information:

Name: Chris Jepson

Address: 222 Grand Avenue, Suite C

Phone number: (360) 733-5760

Email: cmjepson@jepsonengineering.com

Submittal Requirements:

All submittal requirements required by this application shall be prepared and submitted in electronic format as a .pdf document that conforms to the provisions of Title 23 BMC, unless otherwise determined by the city. The Short Subdivision Application form shall include the following:

- The application submittal materials required by this form.
 - A vicinity map that clearly identifies the proposal in relation to the surrounding land for a distance of at least a quarter of a mile and additional area, as necessary, to show connecting streets or arterials.
 - The names of all property owners adjacent to the proposed preliminary plat.

- A short plat map that includes the following:
 - Scale between 1" = 10' and 1" = 20'.
 - Proposed lots that are identified and labeled as Lot 1, Lot 2, etc.
 - Proposed area of each lot.
 - Existing and proposed public rights of way, state highways and public open space tracts, trails and parks pursuant to BMC 23.08.030(E), (F) and (G).
 - Existing and proposed utility easements that affect the land proposed for division.
 - Critical areas on and affecting the site, including buffers and building setbacks.
 - Existing structures on-site and their distances to proposed and existing property lines.
 - Location and dimensions of existing on-site parking areas.
 - Topography at 5-foot intervals.

- A preliminary clearing and grading plan pursuant to BMC 23.08.030(C) and (D) that shows retention of natural features and existing and proposed grades of lots and public rights of way.

- Preliminary stormwater management report consistent with Chapter 15.42 BMC for proposals that will generate 5,000 square feet of new or replaced impervious surfaces.

- Legal description of the area being subdivided.

- All other applications determined necessary to process the proposed preliminary plat consistent with the Bellingham Municipal Code.

- Additional material as determined by the city to review the proposal consistent with the Bellingham Municipal Code.

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.



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Tax Assessor Parcel Number (s) 380223 519114 0000
Project Description Departure from BMC 23.08.060(D) [Building Envelope] for Type IIIA: Two-Lot Short Plat utilizing 1 1/2 Rounding Provision

Applicant / Agent

Primary Contact for Applicant

Name Alex V. Chose
Mailing Address 222 Grand Avenue, Suite C
City Bellingham State WA Zip Code 98225
Phone (360) 733-5760 Email achose@jepsonsurveying.com

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ADMINISTRATIVE SUBDIVISION DEPARTURE APPLICATION

(Process Type I, II, III-A and III-B)

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

This application form is for administrative departures pursuant to Chapter 23.48 BMC.

Application Submittal Requirements:

- A completed Land Use Application form.
- A completed Administrative Subdivision Departure Application form, including all information required by this form.
- Identification of requested departure(s) and the percentage of departure requested pursuant to BMC 23.48.030(C).
- Written response to the departure decision criteria pursuant to BMC 23.48.030(B)(1) for each departure requested.
- Application fee payment.
- Concurrent submittal of a land division application.

Administrative Departures.

Administrative departures from the identified land use and subdivision standards as listed in BMC 23.48.030(C), may be permitted as part of a land division application.

Administrative departures are not variances and are not required to meet the same criteria under BMC 23.48.040. Administrative departures allow the adjustment of standards to achieve better outcomes in cases where strict application of the standard would result in an inferior subdivision design.

Decision Criteria – Administrative departures

To obtain a departure, an applicant must demonstrate that the overall development, including departures from the standards, would better serve the public interest and how each proposed departure meets or exceeds the intent of the respective standard as compared to a strict application of the established standard.

Review procedure.

Applications for an administrative departure shall follow the procedures in Chapter 21.10 BMC. Departures shall have the review and decision consolidated into a single permit. The Director shall issue a decision for the departure concurrently with the decision for Type I and II applications or will issue a recommendation to the hearing examiner for all Type III applications.

Project Data.

Name and permit number of land division associated with this request:

Finney Short Plat | PRE2023-0101

Requested departures.

Provide a list of the requested departures and the percentage of departure requested, which includes the following information for each requested departure:

Departure #1 (Requested departure):

A reduction of the applicable standard building envelope dimensions by the maximum allowable reduction of 10%

Code provision/regulation: BMC 23.08.060(D) / BMC 23.48.030(C.2.b)

Applicant's response to departure criteria: We seek a departure not to exceed 10% of each measurement of the applicable building envelope standards of BMC 23.08.060(D). We seek a reduction in size from a 50'x50' to 45'x45' building envelope.

See attached narrative for full response to departure criteria

Departure #2 (Requested departure):

Code provision/regulation: BMC _____

Applicant's response to departure criteria: _____

Required plans

The requested departure(s) shall be identified on the plans submitted with the land division application.

