



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

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 checkboxes for permit types: Accessory Dwelling Unit, Binding Site Plan, Clearing Permit, Conditional Use Permit (checked), Critical Area Permit, etc.

Project Information

Project Address _____ Zip Code _____

Tax Assessor Parcel Number (s) _____

Project Description _____

Applicant / Agent

Primary Contact for Applicant

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Owner (s)

Applicant

Primary Contact for Applicant

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ 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



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CONDITIONAL USE PERMIT - SUBMITTAL REQUIREMENTS
(PROCESS TYPE III-A)

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

Pre-Application Steps:

- Pre-application conference or waiver, if applicable – see pre-application form
- Pre-application neighborhood meeting or waiver
- ~~Transportation Concurrency Certificate, if applicable~~

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
- Mailing list and labels for 500 foot radius

Project Data:

Your application will be judged against the following criteria. Please answer these questions thoughtfully and attach additional pages as needed.

1. Address of Subject Property _____
2. Nature of Request (be specific) _____

3. Site area of subject property is _____ square feet
4. Total gross floor area of new construction is _____ square feet
5. Legal Description of Property _____

Explain why the proposed use will:

6. Promote the health, safety and general welfare of the community _____

7. Satisfy the purpose and intent of the land use zone in which it is located _____

8. Not be detrimental to the surrounding neighborhood _____

Explain how the proposed use will:

9. Be harmonizing with the general policies and specific objectives of the Comprehensive Plan
(ask Planning Staff for assistance) _____

10. Enable the continued orderly and reasonable use of adjacent properties by providing a
means for expansion of public roads, utilities, and services _____

11. Be designed so as to be compatible with the essential character of the neighborhood _____

12. Be adequately served by public facilities and utilities including drainage provisions _____

13. Not create excessive vehicular congestion on neighborhood collector or residential access

14. Not create a hazard to life, limb, or property resulting from the proposed use, or by the
structures used therefore, or by the inaccessibility of the property or structures thereon _____

15. Not create influences substantially detrimental to neighboring uses. "Influences" shall
include, but not necessarily be limited to: noise, odor, smoke, light, electrical interference,
and/or mechanical vibrations _____

16. Not result in the destruction, loss, or damage to any natural, scenic, or historic feature of
major consequence _____

PRE-APPLICATION NEIGHBORHOOD MEETING REQUIRED PRIOR TO APPLICATION

See Neighborhood Meeting Instructions form.

PLANS REQUIRED

Submit five (5) full sets of the following plans (if larger than 11" x 17") and one (1) 8 ½" x 11" reduction of suitable quality for copying. Provide scaled plans. Plans must be of an appropriate size and standard scale to show the required information.

A. Site Plan(s):

1. Scale shall be appropriate but in no case less than 1" = 40' scale.
2. The property lines of subject parcel.
3. All proposed and existing structures, including pavement areas, parking design and location of storm water facilities.
4. If the project involved new construction, show existing and proposed topography lines.

B. Landscape Plan:

1. A general landscaping plan showing the location of existing vegetation, any trees to be removed, and proposed types and locations of new landscaping.

C. Floor Plans for all existing and proposed buildings:

1. Scale shall be 1/8"=1' or 1/4"=1' or larger standard scale.

D. Building Elevations (side views) for all proposed structures or additions including:

1. Show existing and proposed grade levels and label height of building above grade (see height definitions in BMC 20.20)
2. General types of proposed exterior materials.

E. Location, size, and type of any proposed signs.

F. Plans, photos, perspective views or other materials that illustrate how the proposal satisfies the criteria for Conditional Use approval.

PUBLIC HEARING

The applicant or an authorized representative must be present at the public hearing.

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 Jeffrey Brubaker, 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 March 21, 2024. 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: Jeffrey Brubaker
 Date: 3/21/2024
 Signature: _____
 Date: _____

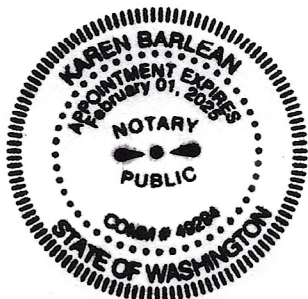
STATE OF WASHINGTON)
) SS
 COUNTY OF WHATCOM)

SUBSCRIBED AND SWORN TO BEFORE ME THIS 21st DAY OF March, 2024.

Karen Barlean
 Signature of Notary Public:

Karen Barlean
 Name Printed

2-1-2025
 My appointment expires



JEFF BRUBAKER
2609 PATTON ST
BELLINGHAM WA 98225

MNAC - BIRCHWOOD
LOUISE BJORNSON
2829 BIRCHWOOD AVE
BELLINGHAM WA 98225

FALCONWORKS DESIGN
119 N. COMMERCIAL ST SUITE 1506
BELLINGHAM WA 98225

MNAC- BIRCHWOOD
MARY LOU WHITE
2905 BIRCHWOOD AVE
BELLINGHAM WA 98225

BELLINGHAM HERALD
COMMUNITY NEWS DEPT.
336 36TH ST PMB#376
BELLINGHAM WA 98225

BIRCHWOOD
SARAH GARDNER
3251 LAURELWOOD AVE
BELLINGHAM WA 98225

2019 YOULIN FAMILY TRUST
DANIEL & REBECCA YOULIN TR
2716 NOME ST
BELLINGHAM WA 98225-1539

ALAN J & INA S FOX
2927 LINDBERGH AVE
BELLINGHAM WA 98226-1516

ANDY J THORP
2614 PATTON ST
BELLINGHAM WA 98225-1543

BETHANY S JOHNSON
2624 NOME ST
BELLINGHAM WA 98225-1538

**CELESTE A GARGETT & ENRIQUE C
ESPINOZA**
2710 NEQUALICUM AVE
BELLINGHAM WA 98225-1533

CHRISTINE D PETERSON
2630 PATTON ST
BELLINGHAM WA 98225-1543

CITY OF BELLINGHAM PARK DEPT
210 LOTTIE ST
BELLINGHAM WA 98225-4009

CONNIE L SADLER
2620 NOME ST
BELLINGHAM WA 98225-1538

CU NGUYEN & BACH TRAN
2618 NOME ST
BELLINGHAM WA 98225-1538

CYRUS A ANDERSON
2820 W CONNECTICUT ST
BELLINGHAM WA 98225-1502

DALE T & NORINE L REHBERGER
2900 W CONNECTICUT ST
BELLINGHAM WA 98225-1503

**DAMIAN P JORDAN &
LESLIE A BROWN**
818 W PACIFICVIEW DR
BELLINGHAM WA 98229-2180

**DANIEL N DODGE &
TASHA J STEPHENSON**
16521 41ST AVE NE
LAKE FOREST PARK WA 98155-5609

DANIELLE & THOMAS WILLEY
2814 NEQUALICUM AVE
BELLINGHAM WA 98225-1535

**DEBORAH HANUSCIN & MATTHEW
MOWER**
2612 PATTON ST
BELLINGHAM WA 98225-1543

DEVON R PELKIE & BARBARA RICHEY
2701 MADRONA ST
BELLINGHAM WA 98225-1522

ELIZABETH J PRYCE
2624 PATTON ST
BELLINGHAM WA 98225-1543

GEORGE & ANARA THOMAS
2626 MADRONA ST
BELLINGHAM WA 98225-1521

HIEP HAO & PHUONG LE
2921 LINDBERGH AVE
BELLINGHAM WA 98225-1516

**HOLDEN A MILLER & COLLEEN O'TOOLE
KING**
3010 NEQUALICUM AVE
BELLINGHAM WA 98225-1560

JAMBOR PROPERTY LLC
33 HOLTZ RD
SOUTH BEND WA 98586-9042

**JAMES MUSTAPPA JR & TRICIA
MILSTEAD**
2608 MADRONA ST #1
BELLINGHAM WA 98225-1521

JAMES R JEGHERS
2640 NOME ST
BELLINGHAM WA 98225-1538

JANET E LIGHTNER
529 WHITECAP RD
BELLINGHAM WA 98229-8911

JEFFREY D BRUBAKER
2609 PATTON ST
BELLINGHAM WA 98225-1542

**JONATHAN S REISS &
HELGA WISSENBACH**
2604 MADRONA ST
BELLINGHAM WA 98225-1521

JOYFUL MOON RE3 LLC
9 BOGEY LN
BELLINGHAM WA 98229-7901

KEVIN R & JULIE L MCFADDEN
2923 LINDBERGH AVE
BELLINGHAM WA 98225-1516

KRISTIAN H JOHNSON
2613 PATTON ST
STE 201
BELLINGHAM WA 98225-1542

L & C DYNASTY LP
PO BOX 798
SNOQUALMIE WA 98065-0798

LANE D ANDERSON
2632 PATTON ST
BELLINGHAM WA 98225-1543

MARC D ADAMS
2818 W CONNECTICUT ST
BELLINGHAM WA 98225-1502

**MARK A HALLMARK &
PATRICIA F CHAMBERS**
2711 MADRONA ST
BELLINGHAM WA 98225-1522

MEIKA A & RYAN M ZEILS
2629 PATTON ST
BELLINGHAM WA 98225-1542

MURPHY EVANS
1545 MARINE DR
BELLINGHAM WA 98225-8433

NATHAN T LOWE
2705 MADRONA ST
BELLINGHAM WA 98225-1522

NICOLAS L & DARLA K VALICH
1825 PINE CIRCLE
LYNDEN WA 98264-9121

NORBERTO & ROCIO D CAMACHO
2708 NOME ST
BELLINGHAM WA 98225-1539

PATRICK COYLE
2621 PATTON ST
BELLINGHAM WA 98225-1542

PAUL D & KERI J REED
3020 NEQUALICUM AVE
BELLINGHAM WA 98225-1560

REZA J AFSHARI
2715 PATTON ST
BELLINGHAM WA 98225-1544

**RICHARD G & MARGARET A GREEN REV
TRUST/TR**
PO BOX 73
WINONA MN 55987-0073

**ROBERT P SPRAGUE JR &
CRYSTAL L A SPRAGUE**
2822 NEQUALICUM AVE
BELLINGHAM WA 98225-1535

RUSSELL NUCKOLLS
2631 MADRONA ST
BELLINGHAM WA 98225-1520

SHAO Y & MICHELLE CHAN
2625 PATTON ST
BELLINGHAM WA 98225-1542

STEPHEN R KARNEY
2914 NEQUALICUM AVE
BELLINGHAM WA 98225-1537

STEVE A & MERI E JAKLITSCH
2617 PATTON ST
BELLINGHAM WA 98225-1542

SUMI A & TOM KAWAGUCHI
2714 PATTON ST
BELLINGHAM WA 98225-1545

SUSANNA A'KINLOCHALINE
2800 NEQUALICUM AVE
BELLINGHAM WA 98225-1535

THOMAS W & LAURIE T BRIDGE
PO BOX 327
DEER HARBOR WA 98243-0327

TONY THUAN & VAN NGUYEN H0
2919 LINDBERGH AVE
BELLINGHAM WA 98225-1516

TRACEY L MEEK
2622 NOME ST
BELLINGHAM WA 98225-1538

TROY R COMFORT
2929 LINDBERGH AVE
BELLINGHAM WA 98225-1516

TYREE C JOHNSON & LILIANA FRANZ
2636 NOME ST
BELLINGHAM WA 98225-1538

WALTER L & RONALEE A KINCAID
2920 ELDRIDGE AVE
BELLINGHAM WA 98225-1505

**WASHINGTON STATE BOARD FOR
COMMUNITY & TECHNICAL
COLLEGES**
3028 LINDBERGH AVE
BELLINGHAM WA 98225-1518

WAYNE & KATHLEEN BRUGGE
2810 NEQUALICUM AVE
BELLINGHAM WA 98225-1535

WHATCOM COUNTY-TAX TITLE PROP
311 GRAND AVE #104
BELLINGHAM WA 98225-4183

WILLIAM E & JOANN M PADGETT
2904 BIRCHWOOD AVE
BELLINGHAM WA 98225-1448

WILLIAM N WARE
2638 NOME ST
BELLINGHAM WA 98225-1538

TYPE III PROCESS
(Hearing Examiner Decision)

