



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.

<input type="checkbox"/> Accessory Dwelling Unit <input type="checkbox"/> Binding Site Plan <input type="checkbox"/> Clearing Permit <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Critical Area Permit <input type="checkbox"/> Minor Critical Area Permit <input type="checkbox"/> Design Review <input type="checkbox"/> Grading Permit <input type="checkbox"/> Home Occupation <input type="checkbox"/> Institutional <input type="checkbox"/> Interpretation <input type="checkbox"/> Landmark – Historic Certificate of Alteration <input type="checkbox"/> Legal Lot Determination <input type="checkbox"/> Nonconforming Use Certificate	<input type="checkbox"/> Parking Adjustment Application <input type="checkbox"/> Planned Development <input type="checkbox"/> Rezone <input type="checkbox"/> SEPA <input type="checkbox"/> Shoreline Permit <input type="checkbox"/> Shoreline Exemption <input type="checkbox"/> Subdivision-Short Plat/Lot Line Adjustment <input type="checkbox"/> Subdivision-Preliminary Plat <input type="checkbox"/> Subdivision-Final Plat <input type="checkbox"/> Variance <input type="checkbox"/> Wireless Communication <input type="checkbox"/> Zoning Compliance Letter <input type="checkbox"/> Other: _____	Office Use Only Date Rcvd: _____ Case #: _____ Process Type: _____ Neighborhood: _____ Area Number: _____ Zone: _____ Pre-App. Meeting: _____ Concurrency: _____
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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 *Riley King*, Date _____

City and State where this application is signed: _____, _____
City State



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

CRITICAL AREA PERMIT

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

The intent of the Critical Area Ordinance (Bellingham Municipal Code 16.55) is to designate and classify environmentally sensitive and hazardous areas and to protect, maintain, and restore these areas and their functions and values while also allowing for reasonable use of public and private property. To determine if a proposed activity or area is subject to the ordinance contact the Planning Division staff.

SUBMITTAL CHECKLIST – Your application will not be accepted unless all of the following are submitted:

- Pre-Application conference or waiver
 - Required for applications that include a SEPA checklist (*Type II*).
- Land Use Application form and associated information outlined in the Critical Area Permit Packet
 - All requested information must be provided.
- Filing fee
 - Applicable fee as calculated by Planning staff. (*See separate Fee Schedule*)
- List of surrounding property owners (*For Type II & Type III-A applications only*)
 - Complete the attached Names and Mailing Addresses of Surrounding Property Owners for property **within 500 feet**.
- SEPA Environmental checklist
 - Submit if required (*including any wetland impacts – consult Planning Staff*)
- Critical Area Report & Maps (*Two 11" x 17" or larger scaled copies and one 8 ½" x 11" reduction*)
 - See the attached Critical Area Report and Map Checklist for requirements.
- Specific Report
 - The following reports are required depending on the type of critical area(s) impacted:
 - Wetlands and their buffers Frequently flooded areas Geologically hazardous areas
 - Fish and wildlife habitat conservation areas (*including streams*)
 - Reports for two or more types of critical areas must meet the report requirements for each relevant type of critical area. (*See the specific checklist for report requirements*)
- Associated Land Use Applications
 - Consult with Planning staff to determine if other land use permits are required.
 - All Type II applications must be submitted concurrently.



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CRITICAL AREA REPORT CHECKLIST

A Critical Area Report is required for all applications (BMC 16.55.210). The report must be prepared by a “qualified professional”, as defined in BMC 16.55.510. All reports may require additional information as determined by the Planning Director. The Planning Director may approve a Critical Area Report supplemented by or composed of any previous studies required by other laws and regulations.

At a minimum, the report shall contain the following (BMC 16.55.210 C):

- The name and contact information of the applicant, a description of the proposal, and identification of the permit requested;
- Maps and site plans (*Two 11” x 17” or larger scaled copies and one 8 ½” x 11” reduction*)
 - Vicinity map clearly showing the location of the property.
 - Critical areas map showing all critical areas, required buffers, and existing topography based on City or surveyed data.
 - Site plan detailing the development proposal (including stormwater facilities) and the limits of construction. This map should be overlaid on the critical area/topographical map.
 - Topography map showing the location and extent of all grading, cut and fill, and post construction contours.
- The dates, names, and qualifications of the persons preparing the report and documentation of any fieldwork performed on the site;
- Identification and characterization of all critical areas, water bodies, and buffers adjacent to the proposed project area;
- A statement specifying the accuracy of the report, and all assumptions made and relied upon;
- An assessment of the probable cumulative impacts to critical areas resulting from development of the site and the proposed development;
- An analysis of site development alternatives including a no development alternative;
- A description of reasonable efforts made to apply mitigation sequencing pursuant to *Mitigation Sequencing* [Section 16.55.250] to avoid, minimize, and mitigate impacts to critical areas;
- Plans for adequate mitigation to offset any impacts, in accordance with *Mitigation Plan Requirements* (BMC 16.55.260) and additional requirements specified for each critical area.
- A discussion of the performance standards applicable to the critical area and proposed activity;
- Financial guarantees to ensure compliance; and
- Any additional information required for the critical area as specified in the corresponding chapter.



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MITIGATION REPORT REQUIREMENTS

See each Critical Area section for specific mitigation requirements. When mitigation is required, the applicant shall also submit a mitigation plan, prepared by a “qualified professional”, as defined in BMC 16.55. The mitigation plan shall include:

- Detailed summary of the project, including the impacts to the critical area, and the proposed mitigation to compensate for lost functions and values to appear in the beginning of the report.
- Rationale for selecting the mitigation site.
- Complete site characterization of the proposed mitigation site to include parcel size, ownership, soils, vegetation, hydrology, topography, and wildlife.
- Goals, objectives, performance standards and dates of completion of the mitigation proposal.
- Report and maps of the critical area to be impacted.
- Monitoring, maintenance, and contingency plan. The monitoring schedule (dates, frequencies and protocols) must be included and a monitoring report submitted accordingly. Monitoring and maintenance shall be required for at least five years unless otherwise stipulated by another government agency.
- Map of development, with scale, shown in relation to critical area.
- Financial guarantees (“surety”) for 150 percent of the total costs to ensure the mitigation plan is fully implemented, including, but not limited to, the required monitoring and maintenance periods.



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SPECIFIC REPORT REQUIREMENT – WETLANDS AND WETLAND BUFFERS

In addition to the Critical Area Report and associated maps, submit a specific report based on the type of critical area. This supplemental report must also be prepared by a “qualified professional”, as defined in BMC 16.55.510. All reports may require additional information as determined by the Planning Director.

A wetland delineation report shall provide an analysis of all wetlands and buffers on site and within one hundred fifty (150) feet of the lot or parcel boundaries including, at a minimum, the following information:

- Critical Area Report and Maps (See separate checklist for requirements)
- Wetland Delineation Report
 - The wetland boundaries shall be surveyed by a licensed surveyor or using an equivalent method with an accuracy of +/- one (1) foot of a survey.
 - Determination of each wetland size.
 - Description of each wetland class and category.
 - Description of overall water sources and drainage patterns on site.
 - Description of vegetation, hydrologic conditions, and soil and substrate conditions.
 - Description of wildlife and habitat.
 - Topographic elevation, at two-foot contours.
 - Functional assessment of the wetland and adjacent buffer using a local or state agency-recognized method and including the reference of the method and all data sheets.
 - Show the standard buffer requirements for each wetland.
- Wetland Mitigation Requirements – provide information described in BMC 16.55.350 in addition to the Mitigation Report Requirements Checklist.



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SPECIFIC REPORT REQUIREMENT - FISH AND WILDLIFE HABITAT CONSERVATION AREAS (INCLUDING STREAMS)

In addition to the Critical Area Report, which is required for all applications, a specific report must be submitted based on the type of critical area. This supplemental report must also be prepared by a “qualified professional”, as defined in BMC 16.55.510. All reports may require additional information as determined by the Planning Director.

Certain Critical Area applications may also require a Shoreline Substantial Development Permit as provided under the Shoreline Master Program (BMC 16.40). This may be the case for actions located in, on, over or near Chuckanut Creek, Squalicum Creek, Whatcom Creek, Lake Whatcom, Lake Padden and Bellingham Bay. Verify with Planning staff whether a Shoreline Substantial Development Permit is required for the project.

- Critical Area Report and Maps (**See separate requirement checklist**)

- Fish and Wildlife Conservation Report
 - This report shall include all habitat conservation areas and recommended buffers within three hundred (300) feet of the project area.
 - The report shall include all shoreline areas, floodplains, other critical areas, and related buffers within three hundred (300) feet of the project area.
 - Detailed description of vegetation on and adjacent to the project area and its associated buffer;
 - Identification of any species of local importance, priority species, or endangered, threatened, sensitive, or candidate species that have a primary association with habitat on or adjacent to the project area, and assessment of potential project impacts to the use of the site by the species;
 - A discussion of any federal, state, or local special management recommendations, including Washington Department of Fish and Wildlife habitat management recommendations, that have been developed for species or habitats located on or adjacent to the project area;
 - A detailed discussion of the direct and indirect potential impacts on habitat by the project, including potential impacts to water quality;
 - A discussion of measures, including avoidance, minimization, and mitigation, proposed to preserve existing habitats and restore any habitat that was degraded prior to the current proposed land use activity and to be conducted in accordance with *Mitigation Sequencing* [Section 16.55.250]; and
 - A discussion of ongoing management practices that will protect habitat after the project site has been developed, including proposed monitoring and maintenance programs.



Planning and Community Development Department

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DESIGN REVIEW – RESIDENTIAL, MIXED-USE AND INFILL HOUSING (PROCESS TYPES I AND II)

Design review applications are processed through a Type I or Type II review process pursuant to BMC 21.10.040 as follows:

Type II applications: Design review for projects that:

- Require a SEPA threshold decision; or
- Include construction of a new building; or
- Include an exterior non-residential addition to an existing building; or
- Consist of more than 4 infill housing units pursuant to Chapter 20.28 BMC; or
- Include an exterior addition of one or more residential units.

Type I applications:

- Design review for projects that are not required to use a Type II process.

Pre-Application Steps:

- Pre-Application conference with staff or waiver.
Identify permit number: PRE _____
- Pre-Application neighborhood meeting or waiver.
Identify permit number: PRE _____
- Transportation concurrency certificate, if applicable.
Identify permit number: CON _____

Application Submittal Requirements:

- A completed Land Use Application form.
- A completed Design Review Application, including all information required by this form.
- All completed land use applications for the development requiring a Type I, II or III land use review process, unless otherwise approved by the Planning and Community Development Director.
- N/A** A completed Legal Lot Application form, unless specifically waived.
- Project narrative that includes:
 - Written description of how the project meets each applicable design standards of the Multifamily Residential Design Handbook.
 - Responses to the guidance provided by City staff at a pre-application conference and comments raised at the pre-application neighborhood meeting.

- Requested departures from the design standards or modifications for infill housing proposals, along with an explanation how the departure/modification criteria are met for each departure.
- Infill housing. A detailed description of how the proposal meets applicable design standards for each housing type and those found in BMC 20.28.050.
- Infill housing worksheets attached to this application, as applicable.
- Project Data Worksheet-Residential attached to this application, as applicable.
- SEPA Checklist, if applicable.
- Application fee payment(s).
- Mailing list and labels as described in the attached mailing list instructions for Type II applications.

Detailed Submittal Requirements:

The following are submittal requirements that shall be prepared and submitted in electronic format as a .pdf document that conforms to the provisions of Chapters 17.90 and 20.25 BMC, unless otherwise determined by the City:

- The applications submittals required above by this form.
- Preliminary stormwater management report consistent with Chapter 15.42 BMC.
- If proposal includes land division, all other applications determined necessary to process the proposed preliminary plat consistent with the Bellingham Municipal Code.
- Narrative addressing how the proposal addresses Special Conditions, Prerequisite Considerations and Special Regulations associated with the zoning for the subject site.
- Additional material as determined by the City to review the proposal consistent with the Bellingham Municipal Code.

NOTE: The following materials shall be scaled with standard architectural or engineering. The scale must allow clear depiction of all required information, typically between $\frac{1}{4}'' = 1'$ and $\frac{1}{8}'' = 1'$; and $1'' = 10'$ and $1'' = 40'$.

- 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.
- An existing conditions map that includes the following :
 - All lot lines and site boundary dimensions.
 - Significant trees pursuant to BMC 16.60.040 located on and near the subject site, which includes the species and diameter at breast height (dbh) of each tree.
 - Abutting right(s) of way, including widths, name and improvements.
 - Utilities, including public and private water, sewer and stormwater mains and services.
 - Public and private easements affecting the subject site.
 - Critical areas on the site, and within 150 feet of the site boundaries and affecting the site, including buffers and building setbacks pursuant to Chapter 16.55 BMC.
 - Topography at 5-foot intervals or less.

- Location, dimensions, gross floor area of existing structures on-site and their distances to proposed and existing property lines.
- Location, dimensions and height of existing structures off-site within 10' of common property lines, including windows and entries facing common property line.
- Location and dimensions of existing on-site paved areas.
- A site plan showing the proposed development that includes the following:
 - Existing and proposed structures and their distances to existing and proposed property lines.
 - Proposed lots and tracts, if applicable.
 - Existing and proposed public rights of way, state highways and public open space tracts, trails and parks. Include street name, right of way width, and location of existing improvements such as sidewalk, curb, medians, bus stops, overhead utility lines, street trees, streetlights and street improvement width. Note any proposed changes to the street design.
 - Significant trees labeled for retention or removal, identifying the location of the critical root zone (CRZ), pursuant to BMC 16.6.0.040, and the type of fencing to be used to protect the CRZ of the retained trees during construction. The City places a high value on preservation of significant healthy native trees and natural features. Depending on the degree development affects the retention of these trees and/or natural features, the City may require additional studies demonstrating alternative approaches to development that balance the City's objectives to infill underutilized developable lands and preserve mature native vegetation.

Significant trees proposed for removal may require submittal of an arborist report prepared by an ISA certified arborist to substantiate the removal of significant trees demonstrating why preservation is not a viable option. Removal of significant trees may require the planting of replacement trees at a ratio to be determined during land use review.

- Proposed grading/final contours at 5-foot intervals or less
- Existing and proposed public and private easements.
- Critical areas on and affecting the site, including buffers and building setbacks.
- Existing and proposed public infrastructure necessary to serve the proposed development, including rights of way, water, sewer, stormwater, fire hydrants, etc.

NOTE: The preliminary plan shall be designed or reviewed by a Civil Engineer registered with the State of Washington for conformance with regulations. The City may ask for information to corroborate the preliminary design. Any regulatory deficiencies in the proposed storm water plan are wholly the responsibility of the proponent and/or the engineer. You may be required to apply for amendments to land use and design permits if there are changes in the final storm water facilities that affect the site design.

- Existing and proposed street improvements consistent with the City of Bellingham's approved street construction details.
- Location and dimensions of proposed refuse collection areas.
- TBD** Location and type of proposed exterior lighting, including parking, pedestrian walkway and building.
- N/A** Location of proposed signs.

- A preliminary landscape plan that includes the following:
 - General location and type of proposed trees, shrubs and ground cover that is necessary to comply with the applicable landscaping requirements of the Bellingham Municipal Code.
 - Completed Green Factor Score sheet if, applicable.
 - Existing vegetation to be retained pursuant to BMC 16.60.080(B)(4).
 - Location and species of replacement trees required as mitigation for the removal of significant trees.
 - Abutting street right(s) of way.
 - Location, height, top elevation, width and designs of rockeries, retaining walls and fences. Cross sections may be required.
 - Surface and subsurface stormwater facilities.
 - Buildings and all hard surfaced areas.
 - Topography at 5-foot intervals or less.
 - Critical areas and proposed buffers, and associated mitigation plantings, if applicable.

- Architectural plans that include the following:
 - New buildings and additions:
 - Building elevations showing:
 - All facades with shadowing to modulation of walls and roof forms.
 - Door and window treatments.
 - Awnings.
 - Artwork
 - Exterior lighting
 - Building materials
 - Type of window glazing
 - Mechanical equipment and screening methods
 - Colors, etc.
 - Contextual street elevations showing the proposed building in relation to adjacent buildings.
 - Perspective drawings, color rendering or other three-dimensional representations to adequately illustrate the proposal.
 - Dimensioned floor plans with uses labeled, including structured parking.
 - N/A Signs.
 - Exterior alterations:
 - Include all information required for new buildings and additions.
 - Clearly identify existing features to be retained.

PROJECT DATA WORKSHEET – MULTIFAMILY RESIDENTIAL AND MIXED USE DEVELOPMENT

Provide the following information for proposed residential and mixed-use developments requiring design review approval. Use definitions and calculation methods in Title 20 BMC.

1. Zoning:

Neighborhood and Subarea: _____

General Use Type: _____ Use Qualifier: _____

Density: _____

2. Parent Lot Size: _____

3. Minimum Density: _____ units Maximum Density: _____ units

NOTE: Pursuant to BMC 20.32.010(B)(1), detached single-family development in Residential Multi zones shall not exceed 25% of the total number of units proposed for a development.

4. Total units: _____

Multifamily: _____ Infill Housing _____ Detached Single-Family _____

5. Commercial floor area: _____

6. Total number of parking spaces required/proposed:

Commercial: _____ / _____ Residential: _____ / _____

Parking adjustment requested: _____ Yes _____ No

**If yes, a parking adjustment application must be submitted concurrently with this design review application.

7. Total number of bicycle parking spaces required/proposed:

Commercial: _____ / _____ Residential: _____ / _____

Bicycle parking will be inside of attached garages.

This Form is N/A - All proposed units are ITK units.

PROJECT DATA WORKSHEET - MULTIFAMILY

Provide the following information for proposed Multifamily development. Use definitions and calculation methods in Title 20 BMC.

If the project is located in a Planned land use district (Use Qualifier) or has applied for a City of Bellingham multifamily tax exemption, enter the development contract or application number:

Not applicable: _____ Contract/application
number: ADM _____

	Studio	1-bedroom	2-bedroom	3-bedroom	4-bedroom
Existing Units					
Proposed Units					
Demolished Units	-	-	-	-	-
Total Net Units					

Lot Coverage: _____ sq. ft. _____ % of site

Open Space: _____ sq. ft. _____ % of site

Total useable space: _____ sq. ft.

Private: _____ sq. ft. Common: _____ sq. ft.

Describe type of useable space provided (decks, yards, recreation buildings, type of recreational facilities and equipment pursuant to definition of usable space (BMC 20.08.020):

Check Yard Setback Options Taken:

- None Side yard window wall Rear yard window wall
 Side yard wall without window Rear yard wall without window

Height of tallest building: _____ feet under definition #1

Height of tallest building: _____ feet under definition #2

INFILL HOUSING DATA WORKSHEET

A separate worksheet is required for each lot and/or housing type that are not of common size or design.

INFILL HOUSING TYPE:

- Small Lot
- Cottage
- Duplex
- Triplex
- Fourplex
- Shared Court
- Garden Court
- Townhouse

See project narrative for discussion of usable space, and for detailed information on townhouse units.

PARCEL INFORMATION

Lot size (if land division is proposed): _____

Number of units: _____

SITE PLAN INFORMATION

Total parking spaces: _____ Required _____ Provided

Total open space (measured in square feet): _____

Green factor score: _____ (Attach Green Factor Worksheet)

Total usable space: _____ (Provide narrative to describe proposed usable space amenities pursuant to BMC 20.08.020 - 'Usable space' definition.)

BUILDING INFORMATION

Total floor area per building (measured in square feet): _____

Floor area ratio: _____

Building height: _____ Definition #1 _____ Definition #2 (Attach height worksheet)



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PRELIMINARY PLAT APPLICATION (PROCESS TYPE III-B)

This application form is for a preliminary plat and preliminary cluster plat requiring a Type III-B process.

Pre-Application Steps:

- Pre-Application conference or waiver. Identify permit number: PRE_____
- Pre-Application neighborhood meeting or waiver. Identify permit number: PRE_____
- Transportation concurrency certificate, if applicable. Identify permit number: CON_____

Application Submittal Requirements:

- A completed Land Use Application form.
- A completed Preliminary Plat Application, including all information required by this form.
- A completed Legal Lot Application form, unless specifically waived.
- N/A Written response to the performance criteria pursuant to BMC 23.08.030.
- Written response to the decision criteria pursuant to BMC 23.16.030.
- N/A A completed Departure and/or Variance Application form(s), if a departure and/or variance is requested.
- SEPA Checklist, if applicable.
- Application fee payment.
- Mailing list and labels as described in the attached mailing list instructions.

Project Data:

1. Name of Plat _____

2. Number of Lots _____

3. Civil Engineer information:

Name: _____

Address: _____

Phone number: _____

Email: _____

4. Surveyor information:

Name: _____

Address: _____

Phone number: _____

Email: _____

Submittal Requirements:

The submittal requirements 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 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.
- An existing conditions map prepared by a Washington State certified land surveyor or licensed engineer that includes the following :
 - Scale between 1" = 10' and 1" = 20'.
 - All parcels and ownership of those parcels within 300 feet of the preliminary plat boundaries.
 - Rights of way, including widths, name and improvements.
 - Utilities, including public and private water, sewer and stormwater mains and services.
 - Public and private easements affecting the subject site.
 - Critical areas on and affecting the site, including buffers and building setbacks.
 - Topography at 5-foot intervals.
 - Existing structures on-site and their distances to proposed and existing property lines.
Location and dimensions of existing on-site parking areas.
- A plat map prepared by a Washington state certified land survey or licensed engineer, that includes the following:
 - Scale between 1" = 10' and 1" = 20'.
 - Legal description of the area being subdivided.
 - Proposed lots and tracts.
 - Proposed lots that are identified and labeled as Lot 1, Lot 2, etc. and tracts as Tract A, Tract B, etc.
 - Proposed area of each lot and tract.
 - Statement for the intended purpose of each tract (i.e. stormwater, open space etc.)
 - 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 proposed preliminary plat.
 - Critical areas on and affecting the site, including buffers and building setbacks.
 - Existing structures and their distances to proposed and existing property lines.
- A street and utility service plan prepared by a Washington state licensed engineer that includes the following:
 - Scale between 1" = 10' and 1" = 20'.
 - Existing and proposed public infrastructure necessary to serve the proposed preliminary plat, including rights of way, water, sewer, stormwater, etc.
 - Existing and proposed street improvements consistent with the city of Bellingham's approved street construction details.
 - 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.