



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 permit checkboxes including Accessory Dwelling Unit, Parking Adjustment Application, Office Use Only, etc.

Project Information

Project Address 221 Prince Avenue Zip Code 98226
Tax Assessor Parcel Number (s) 380307 187047
Project Description New 3 story, 12 unit multi-family apartment building

Applicant / Agent

Primary Contact for Applicant

Name Heidi @ JWR Design
Mailing Address 104 Front St
City Lynden WA 98264 State Zip Code
Phone Email (360)354-0333 permits@jwrdesign.com

Owner (s)

Applicant Primary Contact for Applicant

Name LEK LLC
Mailing Address 1602 Farmview Terrace
City Lynden, WA 98264 State Zip Code
Phone Email (360)354-0333 jerry@jwrdesign.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 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 1-17-25
City and State where this application is signed: Lynden WA
City State



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PLANNED DEVELOPMENT PROCEDURE AND REQUIREMENTS
(Process Type II)

PLEASE TYPE OR PRINT CLEARLY IN BLUE OR BLACK INK

Project Data:

1. Legal Description of Property See attached legal description

2. Size of subject property is 61356 square feet.

Land Use Classification:

1. Neighborhood Plan Name Meridian

2. Subarea Number 24 General Use Type and Use Qualifier Residential Multi

3. Have you had a pre-application meeting with Planning Staff regarding this project? Waived

Staff Contact: Kathy Bell

4. Description of the proposed project: Currently there is a 23 unit, 3 story multi-family residential apartment building on the west side of the property. There is a SFR on the north side of the property. Proposing to remove the existing SFR and replace with a 12 unit, 3 story multi-family residential apartment building. Units are a mix of one and two-bedroom units. The proposed building will front Prince Avenue, using the current access from Prince Avenue with parking adjacent to the building on the west and south side. This apartment will also enjoy the common areas that currently exist, including a covered picnic area, BBQ area, grassy area and dog run. The current common trash and recycle enclosure will be utilized for this building. The current stormwater management facility will also be utilized for the project, as detailed by Freeland & Associates.

SUBMITTAL CHECKLIST:

<input type="checkbox"/>	Pre-application neighborhood meeting notice	A pre-application neighborhood meeting must be completed unless a written waiver is obtained from the Planning & Community Development Department.
<input type="checkbox"/>	Pre-Application conference	A pre-application conference or written waiver is required.
<input type="checkbox"/>	Transportation Certificate of Concurrency	Submit if required. See Transportation Concurrency form.
<input checked="" type="checkbox"/>	Land Use application form	All requested information must be provided.
<input type="checkbox"/>	Filing fee	Applicable fee as calculated by Planning staff. See separate Fee Schedule.
<input type="checkbox"/>	Mailing list and labels	Complete the attached Names and Mailing Addresses of Surrounding Property Owners for property within 500 feet, including label format.
<input checked="" type="checkbox"/>	Environmental checklist (SEPA)	Submit if required.
<input type="checkbox"/>	Title Report	A current title report issued by a title company within 90 days on the subject property. Current shall mean within 90 days prior to the date of planned development application.
<input checked="" type="checkbox"/>	Vicinity map	Clearly show the location of the property.
<input checked="" type="checkbox"/>	Site Plan (6 copies)*	Provide all information required on the attached Site Plan Checklist.
<input checked="" type="checkbox"/>	Building Designs (6 copies)*	Provide building elevations and floor plans. * For minor alterations to existing developments, Planning staff may waive portions of submittal requirements not needed for project review.
<input type="checkbox"/>	Plan Reductions	Provide 8.5" x 11" reduction of site plan and building design.
<input checked="" type="checkbox"/>	Residential Plan Data Sheet	Complete the attached Multi-family Residential Plan Data Sheet for residential projects.
<input type="checkbox"/>	Associated Land Use Applications	All Type II land use applications required for the project must be submitted, unless separate submittal has been authorized.
<input type="checkbox"/>	TDR / PDR	Is the proposal utilizing Transfer of Development Rights (TDR) / Purchase of Development Rights (PDR)? _____ If yes, identify the number to be transferred or purchased. (Note: TDR / PDR may only be used within a City TDR / PDR receiving area.)



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SITE PLAN CHECKLIST

Provide a site plan containing the following information. This checklist is divided by type of development. Provide the information under each heading that applies to your project.

The Planning Department may require additional information when necessary to evaluate the proposal.

Please contact the Planning Department at 360-778-8300 if you have any questions.

Existing Site Conditions (Include this information on all site plans):

- Scale, north arrow and date drawn. Scale shall be standard architectural or engineering. The scale must allow clear depiction of all required information, typically between 1" = 10' and 1" = 40'. (Planned development: between 1" = 20' and 1" = 100').
- All lot lines and site boundary dimensions.
- Location, dimensions, gross floor area and use of existing structures. Indicate all structures to be demolished.
- Distances between structures and property lines.
- Location and design of all paving.
- Walkways and bicycle paths.

New Development

- Proposed lot lines.
- Existing and proposed easements.
- Location, dimensions, and use of proposed buildings and structures. Include decks, patios, fences and signs.
- Distances between proposed buildings, parking areas and property lines.
- Existing and proposed elevation contours at intervals of not greater than 5 feet. Provide 2 foot contours when requested by the Planning Department.
- Location, height, top elevation and width of existing and proposed retaining walls and rockeries. Cross sections may be required.
- Location, dimension and number of parking spaces (including accessible spaces), bicycle parking, drop-off areas and driveway access.
- Proposed and existing pedestrian walkways and surfacing.
- All significant man-made or natural features (ponds, woodlands, streams, etc.)
- Proposed storm water detention and treatment features (swales, ponds, vaults, etc.) Size, location and type of facilities on this preliminary plan shall be consistent with City, State and Federal requirements for storm water management.

(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.)

- All existing street and alley rights of way abutting the site. Include street name, width of right of way and location of existing improvements such as sidewalk, curb, medians, bus stops, overhead utility lines, street trees, street lights and street improvement width. Note any proposed changes to the street design.
- Location of existing and proposed utilities within the site such as sewer, water, gas and electricity.
- Location of existing fire hydrants.
- Proposed garbage/recycling collection areas and dimensions.
- Location and type of proposed exterior lighting.
- Location of proposed signs.
- Land uses, lot lines and approximate location of structures and pavement on abutting properties.

Conceptual Landscaping Plan

- Scale
- Abutting street right of way to the curb
- Rockeries, retaining walls and fences
- Surface storm water facilities
- Buildings and paving
- Topographic contours
- Wetlands, ponds, streams and proposed buffers
- Existing vegetation to be retained
- General location and type of proposed trees, shrubs and ground cover

Multifamily Residential or Single Family Attached Development

- Dimensions, design and location of required usable space and proposed recreation facilities.
- Group mailbox location.
- Approximate location of open space or outdoor recreation areas on abutting sites.

Commercial or Industrial Development

- Identification of service truck access routes.
- Loading areas.
- Outdoor storage or display areas.
- Location and type of screening and buffering proposed.

Environmentally Sensitive Areas on or Adjacent to the Site

- Areas of flood hazard (FEMA floodplain or floodway).
- Wetlands on site and within 100 feet of the project boundary.
- Streams, ponds or lakes on site and within 200 feet of the project boundary.
- Marine shoreline within 200 feet of the project site.
- Proposed wetland and water body setbacks and buffers.
- Conservation easements or other development restrictions affecting the site.



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MULTIFAMILY RESIDENTIAL PLAN DATA SHEET

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

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: _____

Total number of units: 35

	Studio	1-bedroom	2-bedroom	3-bedroom	4-bedroom
Existing units		2	16	6	
Proposed units		6	6		
- Demolished units	-	-	-	- 1	-
Total net units		8	22	5	

Total site area: 61356 sq. ft. Proposed Density: 1753 sq. ft. of land area / dwelling unit

Lot coverage: 12042 sq. ft. 19.6 % of site

Open space: 49314 sq. ft. 80.4 % of site

Total useable space: 11879 sq. ft.

Private: 1575 square feet

Common: 10304 square feet

Describe type of useable space provided: (decks, yards, recreation buildings, type of recreational facilities and equipment) BBQ area, covered picnic area, open grassy area, dog run, decks

Total number of parking spaces proposed: 18

0 Garage parking spaces proposed

0 Carport parking spaces proposed

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:

33'-11 11/16" feet under definition #1

 feet under definition #2



Address Information Verification

* Addresses provided by Whatcom Title.

I/We Jerry Roetsisoender, 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 January 17, 2025. 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: [Handwritten Signature]

Date: 1/17/25

Signature: _____

Date: _____

STATE OF WASHINGTON)
) SS
COUNTY OF WHATCOM)

SUBSCRIBED AND SWORN TO BEFORE ME THIS 17th DAY OF January, 2025.

[Handwritten Signature]
Signature of Notary Public:

Heidi H Joostens
Name Printed

NOTARY PUBLIC
STATE OF WASHINGTON
HEIDI H. JOOSTENS
Lic. No. 143494
My Appointment Expires
JUNE 30, 2025

6/30/2025
My appointment expires

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.

<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>

TYPE II PROCESS

(Administrative Decisions)



