



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.

<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"/> Short Term Rental <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 _____, Date _____

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



Planning and Community Development Department

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DESIGN REVIEW – COMMERCIAL (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.
- A completed Legal Lot Application form, unless specifically waived.
- Project narrative that includes:
 - Written description of how the project meets each applicable design standards pursuant to BMC 20.25.090.
 - 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 pursuant to BMC 20.25.090(A), along with an explanation how the departure/modification criteria are met for each departure.

- Project Data Worksheet-Commercial 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 ¼" = 1' and 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 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.
- Location and type of proposed exterior lighting, including parking, pedestrian walkways and building.
- Location of proposed signs.
- Identification of service truck access routes.
- Loading areas.
- Outdoor storage or display areas.
- Location and type of proposed screening and buffering.
- 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.
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- 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.
 - Signs.
 - Exterior alterations:
 - Include all information required for new buildings and additions.
 - Clearly identify existing features to be retained.

PROJECT DATA WORKSHEET – COMMERCIAL DEVELOPMENT

Provide the following information for proposed commercial development requiring design review approval. Use definitions and calculation methods in Title 20 BMC.

- Zoning:
Neighborhood and Subarea: _____

General Use Type: _____ Use Qualifier: _____
Density: _____
- Parent Lot Size: _____
- Commercial density/floor area (BMC 20.33040): _____
- Minimum yards (BMC 20.33.040):
Front: _____
Side: _____
Side: _____
Rear: _____
- Total number of parking spaces required/proposed (BMC 20.33.040):

Commercial: _____ / _____ Residential: _____ / _____

Parking adjustment requested: _____ Yes _____ No
**If yes, a parking adjustment application must be submitted concurrently with this design review application.