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.

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

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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ACCESSORY DWELLING UNIT (ADU) APPLICATION
(Process Type I, II, or III-A)

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

Accessory dwelling unit applications are processed through a Type I, II, or III-A process as stipulated in BMC 21.10.040 as follows:

Type I: All ADU applications that don't require a Type II or Type III-A review process.

Type II: An ADU application that requires a SEPA checklist.

Type III-A: A Type III-A Conditional Use Permit (CUP) process is additionally required per BMC 20.10.036(B)(6)(b) if more than 800 SF of ancillary space (garage, workshop, garden shed, storage shed, etc.) is attached to a D-ADU(s).

- One D-ADU with ancillary space may not exceed 1,800 square feet unless approved by CUP.
- Two attached D-ADUs with ancillary space may not exceed 2,000 square feet unless approved by CUP.

Pursuant to BMC 16.80.040, ADUs are not permitted in the Lake Whatcom Watershed that drains to Basin One.

In residential single zoned areas, Short Term Rentals (STR) are not permitted in Detached ADUs. See BMC 20.10.037 for additional restrictions for STRs that may apply to ADUs.

The rental of an ADU may be subject to the Landlord Tenant Act, RCW 59.18.

Application Submittal Requirements:

- ☐ A completed Land Use Application form.
- ☐ A completed ADU Permit Application form, including all information required by this form. **Fill out one (1) form for each ADU proposed on site.**
- ☐ Project Data Worksheet, attached to this application.
- ☐ A completed Legal Lot Application form, unless specifically waived.
- ☐ Written response to the minor modification criteria pursuant to BMC 20.10.036(B)(3), if minor modification(s) are requested.
- ☐ A complete Conditional Use Permit Application, for Type III-A applications.
- ☐ Information requested on this form.
- ☐ Application fee payment(s).
- ☐ Mailing list and labels as described in the attached mailing list instructions for Type II and III-A applications.

Project Data Worksheet:

1. Zoning Data:
   Urban Village (if applicable): _____
   Neighborhood and Subarea: _____
   General Use Type:_____ Use Qualifier:_____
2. ADU Type:
   - ☐ Attached ADU (A-ADU)
   - ☐ Detached ADU (D-ADU)
   - ☐ Detached ADU (D-ADU) with attached ancillary space (garage, workshop, garden shed, storage shed, etc.)
3. Conversion of existing accessory building to D-ADU? Y / N
4. Principal Unit is:
   - ☐ Single Family ☐ Infill Toolkit Housing ☐ Duplex
   - ☐ Triplex ☐ Fourplex ☐ Townhome
   - ☐ Other _____
5. Floor area of:
   - ☐ Principal Unit: _____sq.ft.
   - ☐ A-ADU: _____sq.ft.
   - ☐ D-ADU: _____sq.ft. Ancillary space:_____sq.ft. Total:_____sq.ft.
6. Height of D-ADU: _____
7. Number of bedrooms (BRs) in the proposed ADU:
   ☐ Studio ☐ 1-Bedroom ☐ 2-Bedrooms ☐ _____-Bedrooms
8. Open space provided: _____ sq.ft. Percent of lot: _____
9. Number of parking spaces provided:
   - ☐ Primary residence: _____ on site _____ on street
   - ☐ ADU: _____ on site _____ on street
   - ☐ None per Interim Ordinance No. 2025-11-030 eliminating minimum parking requirements
   - ☐ None. The ADU is located within 1/2 mile walking distance to a **major transit route**
   - ☐ None. Parking waiver requested per BMC 20.10.036(B)(9)(a)(ii)
10. Minor modification(s) requested for ADU? Y / N
    - ☐ If yes, provide a separate sheet explaining how each requested modification individually satisfies the minor modification criteria in BMC 20.10.036(B)(3).
11. Access provided: ☐ **Note:** An access walkway leading from the street to the entrance of the ADU is required. The walkway shall be a minimum of three feet (3') wide and constructed of a hard surface such as concrete or other approved materials. IFC504.1

Detailed Submittal Requirements

All submittal requirements required by this application shall be prepared and submitted in electronic format as a .pdf document.

- ☐ A standard scaled (1/8" = 1' or comparable scale) site plan showing:
  - ☐ Subject site property lines and dimensions.
  - ☐ The footprint of all existing structures located on the property.
  - ☐ The location, size, and design of existing and proposed off-street parking.
  - ☐ Dimension distances from property lines to all existing and proposed buildings (including adjacent buildings on abutting property).
  - ☐ Location and surfacing of existing and proposed streets, driveways, walkways, and alleys.
- ☐ A standard scaled (1/8" = 1' or comparable scale) and dimensioned floor plan of the proposed ADU in relation to the residence. If attached ADU, show with the floor plan of the primary residence.
- ☐ Scaled elevations of all sides of proposed new buildings or additions, including dimensioned height.

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**
    - **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.
    - **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_____, 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_____, 20____. 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: _____

Date: _____

Signature: _____

Date: _____

STATE OF WASHINGTON)
) SS
COUNTY OF WHATCOM)

Subscribed and sworn (or affirmed) before me on this _____ day of _____, 20____ by _____ (names(s) of individuals (s) making statement).

_____
Notary Public in and for the State of Washington

_____
Notary Public (printed name)

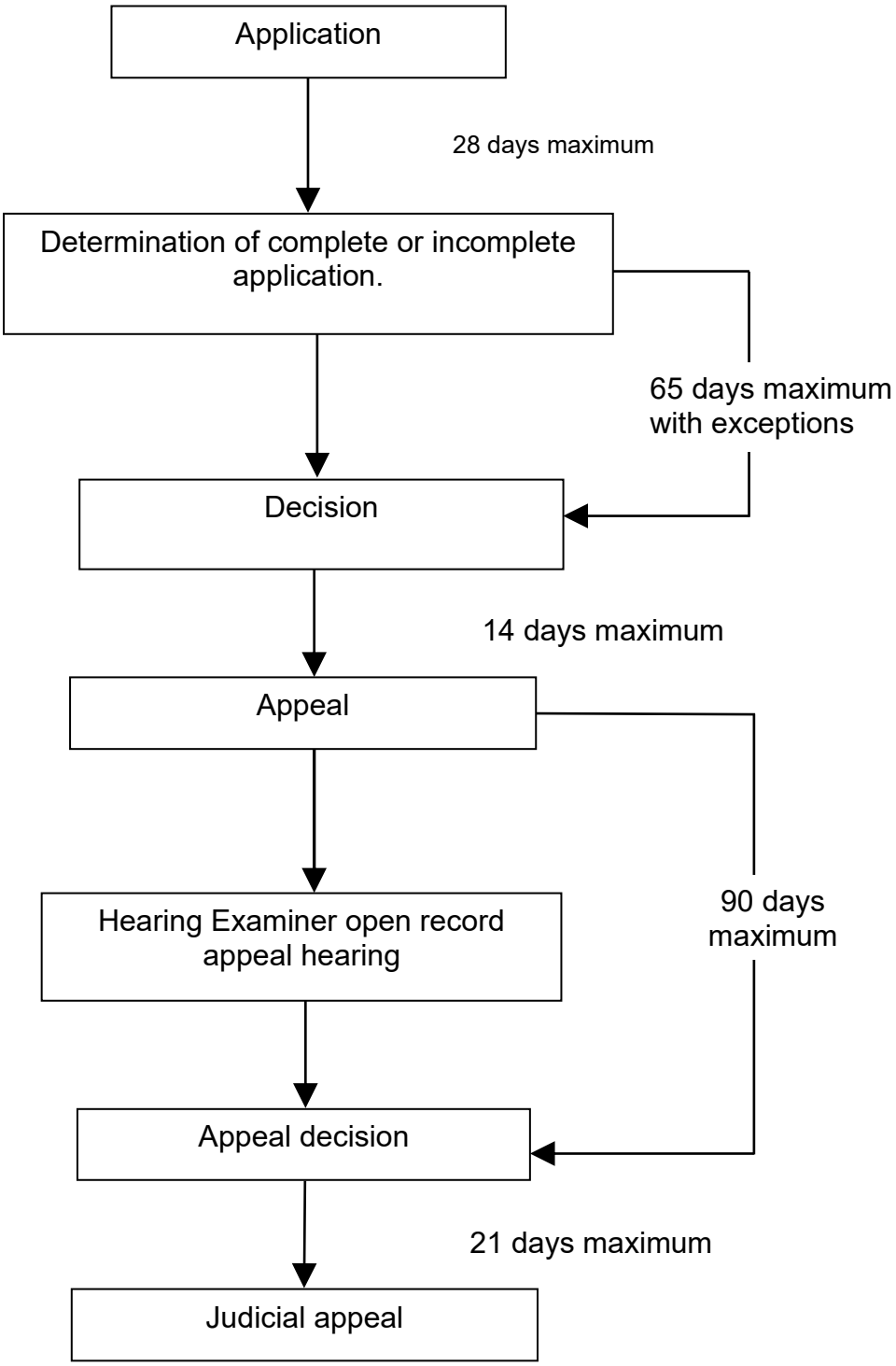
NOTARY PUBLIC
_____
Title

_____
My commission expires

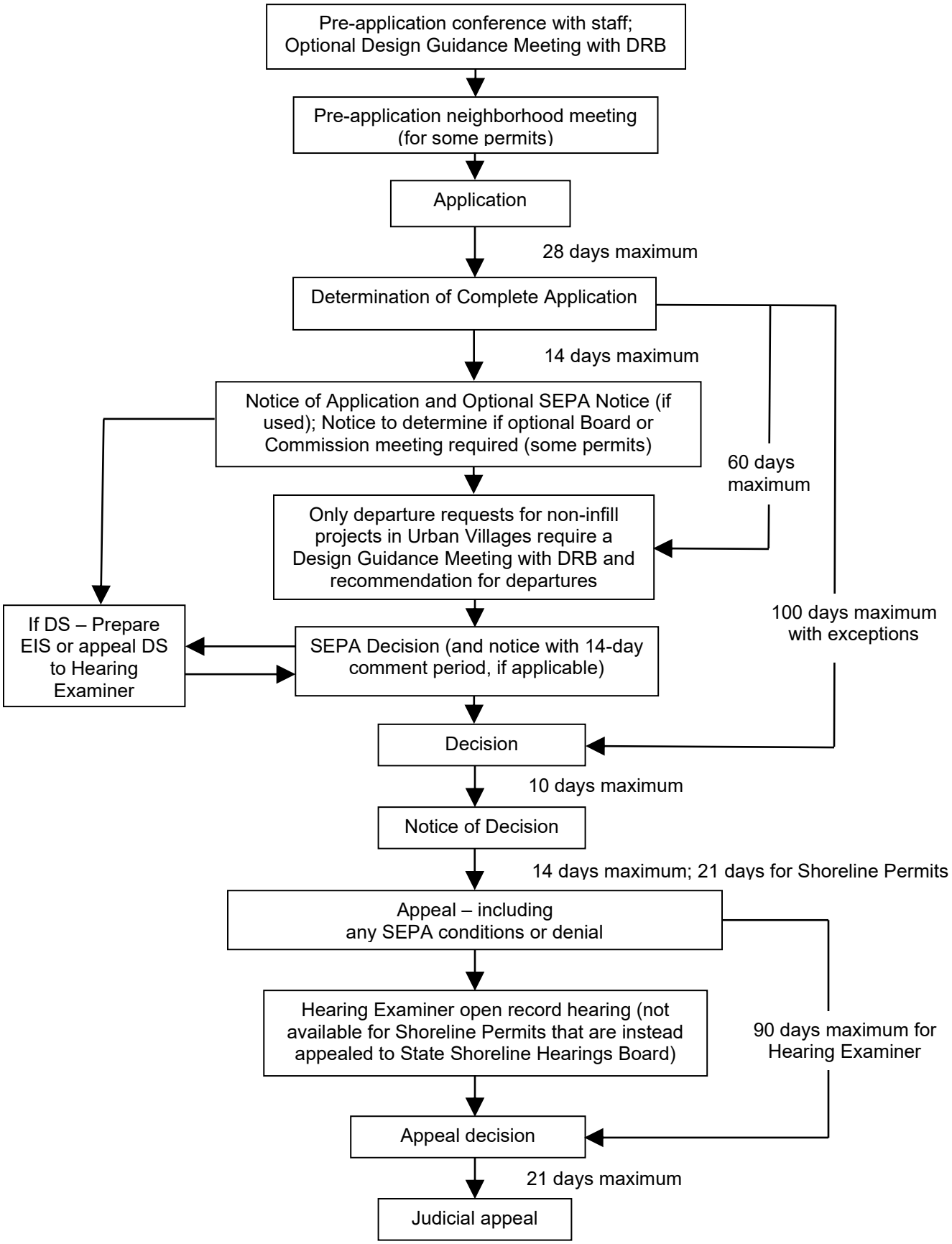
Avery 5160 labels or in Avery 5160 label format	*Font – Arial, 11*	
Property Owner Address City, State, Zip	**Applicant** Address City, State, Zip	**MNAC Representative** Address City, State, Zip
Neighborhood Association Rep Address City, State, Zip	Bellingham Herald **NO MAILING ADDRESS AVAILABLE**	newsroom@bellinghamherald.com newstips@cascadiadaily.com email notices to above addresses
All Property Owners within the specified radius:	First name Last name Address City, State, Zip	First name Last name Address City, State, Zip

Parcel Number	Site Address	Property Owner	Mailing Address

TYPE I PROCESS
(Minor Administrative Decisions)



TYPE II PROCESS (Administrative Decisions)



TYPE III PROCESS-PRELIMINARY APPROVAL
(Hearing Examiner Decision)