



## Administrative Approval Application

### Intake Checklist

Applicant Checklist		PDS Checklist
<input type="checkbox"/>	<b>8 copies each</b> - Completed and signed Administrative Approval Application	<input type="checkbox"/>
<input type="checkbox"/>	<b>8 copies each</b> - Completed and signed Supplemental Application (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	<b>1 copy each</b> - Completed, signed and notarized Fee Responsibility form	<input type="checkbox"/>
<input type="checkbox"/>	<b>1 copy each</b> - Completed, signed and notarized Agent Responsibility form	<input type="checkbox"/>
<input type="checkbox"/>	<b>2 copies each</b> - Copy of the recorded deed for the property (available from Auditor's office or title company)	<input type="checkbox"/>
<input type="checkbox"/>	<b>2 copies each</b> - Copy of any easement agreement(s)	<input type="checkbox"/>
<input type="checkbox"/>	<b>2 copies each</b> - Written verification of water and sewage disposal from the Whatcom County Health Department	<input type="checkbox"/>
<input type="checkbox"/>	<b>8 copies each</b> - Site plan, drawn to a scale of one inch equals 20 feet for sites that are less than 5 acres and one inch equals 40 feet for sites of 5 acres or more, which depicts at a minimum all of the following: <ul style="list-style-type: none"> <li>◆ Name and address of property owner</li> <li>◆ Site address and parcel number</li> <li>◆ Property lines, easements, and site dimensions</li> <li>◆ Location, width and length of driveways (show 35 foot turning radius for emergency vehicles)</li> <li>◆ Dimensions of the property drawn to scale</li> <li>◆ Location of any wetlands and critical habitat areas if known</li> <li>◆ Location, setbacks and dimension of <b>all</b> structures on the site</li> <li>◆ Location of septic tank/drain field, and well or utility lines</li> <li>◆ Location and dimensions of all parking areas</li> <li>◆ Names and locations of all public or private roads</li> <li>◆ North Arrow and scale</li> <li>◆ Distance from any structures to the Ordinary High Water Mark (OHWM) of any creeks, streams, rivers or lakes – if applicable</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>5 copies each</b> - Detailed floor plan for any new buildings, including dimensions, uses, ingress and egress, storage areas etc.	<input type="checkbox"/>
<input type="checkbox"/>	<b>8 copies each</b> - Preliminary topographic drawings depicting the basic elevation features of your property <b>OR</b> a United States Geological Survey (USGS) quadrangle map	<input type="checkbox"/>
<input type="checkbox"/>	<b>2 copies each</b> - Certification from Labor and Industries that the mobile home is HUD approved (if applicable)	<input type="checkbox"/>

<input type="checkbox"/>	<b>1 copy each</b> - A list of names, mailing addresses, and parcel numbers of all persons owning property located within 300 feet of the property boundaries if within an Urban Growth Area <b>OR</b> 1,000 feet if outside an Urban Growth Area of the subject parcel. (Addresses may be obtained from County Assessor's records or a local Title company)	<input type="checkbox"/>
<input type="checkbox"/>	<b>1 copy each</b> - Self-adhesive, <b>typed</b> mailing labels for each of the above property owners	<input type="checkbox"/>
<input type="checkbox"/>	<b>2 copies each</b> - Completed and signed <a href="#">Preliminary Traffic &amp; Concurrency Information form</a> (available on Engineering webpage)	<input type="checkbox"/>
<input type="checkbox"/>	<b>2 copies each</b> - Completed and signed <a href="#">Preliminary Stormwater Proposal form</a> (available on Engineering webpage)	<input type="checkbox"/>
<input type="checkbox"/>	<b>2 copies each</b> - Completed and signed <a href="#">Land Disturbance Permit Application (LDP) form</a> (available on PDS webpage)	<input type="checkbox"/>
<input type="checkbox"/>	<b>1 copy each</b> - Completed and signed <a href="#">SEPA Checklist</a> (if applicable). A SEPA checklist is required if completed LDP indicates 500 cubic yards or more of land disturbance activity	<input type="checkbox"/>
<input type="checkbox"/>	<b>2 copies each</b> - Completed and signed <a href="#">Revocable Encroachment Permit form</a> (available on Engineering webpage)	<input type="checkbox"/>
<input type="checkbox"/>	<b>2 copies each</b> - Completed and signed <a href="#">Endangered Species Act (ESA) checklist</a> for all development within the ESA Potential Impact Area, which consists of the following: <input type="checkbox"/> The FEMA designated floodplain and/or floodway, <input type="checkbox"/> The Riparian Buffer Zone (RBZ) as described by the Dept of Natural Resources 2007 stream typing system and WDFW's 1997 stream buffer guidelines, and/or <input type="checkbox"/> Channel Migration Zone (CMZ) plus 50' as identified according to Dept of Ecology 2003).	<input type="checkbox"/>
<input type="checkbox"/>	Applicable Fees	<input type="checkbox"/>

<b>FOR PDS USE ONLY:</b>		
Receipt #: _____ Date Paid: _____ Total Fees: _____		
<b>Routing</b>		
<input type="checkbox"/> Wetlands	<input type="checkbox"/> Geohazards	<input type="checkbox"/> Watersheds
<input type="checkbox"/> Engineering	<input type="checkbox"/> Fire	<input type="checkbox"/> Health
<input type="checkbox"/> SEPA	<input type="checkbox"/> Other	<input type="checkbox"/> City of _____
Comments: _____		



## Administrative Approval Application

### Master

Case#(s) \_\_\_\_\_

Project Name: \_\_\_\_\_

#### Applicant

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

#### Property Owner

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

#### Authorized Agent

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

#### Surveyor

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Property interest of the applicant  Owner  Purchaser  Lessee  Other \_\_\_\_\_

#### Parcel Information

Tax Parcel Number(s) (APN) \_\_\_\_\_

Site Address \_\_\_\_\_

Parcel size \_\_\_\_\_

Legal Description

Lot \_\_\_\_\_ Block \_\_\_\_\_ Division \_\_\_\_\_ Plat Name \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W.M

Deed attached  Yes  No Recorded Easements Attached  Yes  No

Comp Plan Designation \_\_\_\_\_ Zoning Designation \_\_\_\_\_

Subarea \_\_\_\_\_ Fire District \_\_\_\_\_ School District \_\_\_\_\_

Urban Growth Area  Yes  No Flood Zone  Yes  No

Shore Lines  Yes  No

Water source  Well  District/Association \_\_\_\_\_

Sewage Disposal  Septic  Sewer \_\_\_\_\_

Cite Specific Whatcom County Code Authorizing Use: \_\_\_\_\_

Specific Project Use

<input type="checkbox"/> Temporary Second Dwelling Unit	<input type="checkbox"/> Accessory Apartment
<input type="checkbox"/> Cottage Industry	<input type="checkbox"/> Permanent Accessory Dwelling Unit
<input type="checkbox"/> Wireless Communication Facility	<input type="checkbox"/> Recreational Vehicle Occupancy
<input type="checkbox"/> Light Fabrication & Assembly	<input type="checkbox"/> Wind Energy Systems
<input type="checkbox"/> Duplex & Multi-family Dwellings	<input type="checkbox"/> Mushroom Substrate Production
<input type="checkbox"/> Pre-Existing Multi-Family Farmworker Housing Exemption	<input type="checkbox"/> Surface Mining
<input type="checkbox"/> Temporary Single-Family Detached Dwelling (Farm Use)	<input type="checkbox"/> Retail Marketing (Farm Products)
<input type="checkbox"/> Mini-Daycare Homes	<input type="checkbox"/> Retail and Service Establishments
<input type="checkbox"/> Processing of Agriculture Products	<input type="checkbox"/> Adult Business
<input type="checkbox"/> Affidavit of Non-Conforming Use	<input type="checkbox"/> Lot Consolidation Relief
<input type="checkbox"/> Forestry Related Cottage Industry	<input type="checkbox"/> Other

Building Footprint Area (Square feet):

Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Total sq. ft. \_\_\_\_\_

Neighboring Uses:

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

Describe Existing Development on Proposed Site:

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Proposal Description (Be specific):

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To demonstrate that your proposal complies with the applicable administrative approval use criteria (WCC 20.84.235 and WCC 20.84.220) please answer the following questions as completely as possible.

1. Describe how this proposal is in accordance with the general and specific goals and policies of the Whatcom County Comprehensive Plan and Zoning Ordinance.

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2. Describe how the proposed development will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing and intended character of the area.

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3. If located in a rural area (as designated in the Comprehensive Plan), will be consistent with rural land use policies as designated in the rural lands element of the Comprehensive Plan.

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4. Describe any activities related to this proposal that may be hazardous or disturbing to existing or future neighboring uses.

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5. List all essential public facilities including, highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewers and schools that are available to serve this development. Also, list any services which will need to be constructed or improved.

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6. Describe any public costs for facilities and services that will result from this proposal, and indicate whether or not the proposal will be detrimental to the economic welfare of the community.

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7. Describe any uses, activities, processes, materials, equipment and conditions of operation that may be detrimental to any person's property, or the general welfare by reasons of excess traffic, noise, smoke, fumes, glare, dust, or odors.

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8. Describe how the sites driveway accesses (vehicular approaches) will be designed so as to not create interference with traffic on surrounding streets.

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9. Describe any natural, scenic, or historic features of importance located on or near the subject site, including wetlands, shorelines and archaeological finds.

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Signature of Applicant

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Date

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Signature of Applicant

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Date

**WHATCOM COUNTY**  
Planning & Development Services  
5280 Northwest Drive,  
Bellingham, WA 98226-9013  
360-676-6907, TTY 800-833-6384  
360-738-2525 Fax



**J.E. "Sam" Ryan**  
Director

## Fee Responsibility

Venue and Jurisdiction: The parties hereto recognize and agree that the venue of any action involving their rights or obligations related to this application shall be in Whatcom County, and the parties' rights and obligations hereunder shall be determined, in accordance with the laws of the State of Washington.

Fee Guaranty: Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment of fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule and that my personal guarantee is part of the consideration for review of the application.

I/we, \_\_\_\_\_, hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge, and that the list of surrounding property owners is complete and current.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Notary Public in and for the State of Washington

Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application received by: \_\_\_\_\_

Date: \_\_\_\_\_

**WHATCOM COUNTY**  
Planning & Development Services  
5280 Northwest Drive,  
Bellingham, WA 98226-9013  
360-676-6907, TTY 800-833-6384  
360-738-2525 Fax



**J.E. "Sam" Ryan**  
Director

### Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form, which will provide authorization for a designated agent to apply for permits on your behalf. This form is required for the protection of the property owner. Planning and Development Services will not accept an application that is not either signed by all property owners or accompanied by this form.

I/we, \_\_\_\_\_, the owner(s) of the subject property, understand that by completing this form I hereby authorize \_\_\_\_\_ to act as my agent. I understand that said agent will be authorized to submit applications on my behalf. I also understand that once an application has been submitted that all future correspondence will be directed to the agent.

\_\_\_\_\_  
Property Owner(s) Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner(s) Signature

\_\_\_\_\_  
Date

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Notary Public in and for the State of Washington

Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application received by \_\_\_\_\_

Date \_\_\_\_\_



### **Instructions for Obtaining Names, Addresses and Parcel Numbers of Property Owners within 300 – 1,000 Feet of Your Property for Notice Purposes**

It is the applicant's responsibility to obtain a complete, up-to-date list of all owners of property located within 300 feet of the property boundaries (if within an Urban Growth Area) or 1,000 feet (if outside an Urban Growth Area) of the subject parcel in this application. Failure to provide a complete list may result in a delay of the processing of the application or a continuance of a scheduled hearing.

The above information may be obtained either from a Title Company or the Whatcom County Assessor's Office located in the Whatcom County Courthouse. The Assessor's Office staff will assist you in locating the required maps and scaling the 300 or 1,000 foot distance. There is a public computer available for your use. These instructions will aid you in locating the required information:

- ◆ Locate the subject parcel (your property) on the appropriate map using your Assessor's Parcel number from you tax notice.
- ◆ **Carefully** measure 300 feet or 1,000 feet from the subject property boundaries in all directions (including across and roads). List the complete 12 digit parcel numbers of all properties located within the required 300 or 1,000 foot area.
- ◆ Using the assessment roll on the computer, find the owner of each parcel.
- ◆ If the owner listed is a bank, savings and loan or other financial institution, you must also record the title owner's name and loan number from the listing. If there is no name other than the loan number and the financial institution, list the name and address of the financial institution, as they may be able to forward the notice if they are provided with the loan number.
- ◆ Make sure you obtain the most up-to-date assessment roll, in case a property may have been recently sold.
- ◆ Using the name and address master file, locate the mailing address of each parcel owner. Those not in the name index may be located through the telephone directory, city directory or other sources. This address is vitally important and must be complete and legible.
- ◆ This list of property owners, their mailing addresses and parcel numbers must be submitted with your permit application. County ordinances and due process requirements make the provision of proper notice to property owners within 300 feet or 1,000 feet (depending upon whether it is located within a Urban Growth Area) of the subject parcel mandatory. No permit can be granted if the notice is defective. The Hearing Examiner requires strict compliance with the notice provisions of the ordinances.

- ◆ The applicant is also required to submit typed, self-adhering (self-stick) mailing labels containing the name and address of each of the above property owners, with the permit application. If one person owns more than one parcel of land please do **not** provide multiple labels, one label will suffice as we only send out one notice to the property owner.

I/we \_\_\_\_\_ hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge, and that the list of surrounding property owners is complete and current.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
\_\_\_\_\_ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Notary Public in and for the State of Washington

Residing at: \_\_\_\_\_

My appointment expires: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_