



## Shoreline Permit Submittal Requirements

- 1) Completed, signed and notarized Master Application (See note regarding fee guarantees).
- 2) Completed and signed Supplemental Application (See note regarding fee guarantees).
- 3) Copy of the **deed history** for the property (Available from title companies).
- 4) Copy of any easement agreements, if applicable.
- 5) Letter of authorization to apply for the above permit from the property owner if different than the applicant, or letter of authorization from the applicant if using an agent, i.e. consultant, engineer or attorney (See note regarding fee guarantees).
- 6) Completed and signed SEPA checklist, if applicable.
- 7) Seven (7) copies of a site plan drawn to a standard engineering scale containing at a minimum the following:
  - Dimensions of the property and scale used.
  - Location, setbacks and dimensions of **all** structures on the site.
  - Location of septic tank/drainfield, and well or utility lines.
  - Location, width and length of driveway.
  - Location and dimensions of all parking areas.
  - Names and locations of all public or private roads.
  - North arrow.
  - Location of the Ordinary High Water Mark of all water bodies on or adjacent to the subject site.
  - Distance from any structures to the Ordinary High Water Mark (OHWM) of any creeks, streams, rivers or lakes, if applicable.
  - Location of any wetlands, steep slopes, wildlife habitat or other critical areas if known.
  - If submitting a request for administrative approval or a shoreline variance for additional dock lengths please provide depth soundings at 5-foot intervals along the length of the proposed dock.
  - Quantity, source and composition of any fill or excavated material.
  - On all variance applications the plans shall clearly indicate where development could occur without approval of a variance and the physical features and circumstances on the property that provide a basis for the request and location of adjacent structures and uses.



- 8) Seven (7) copies of topographic drawings if the site is other than flat.
- 9) Provide a project narrative including a general description of the property as it now exists including its physical characteristics, improvements and structures as well as a general description of the proposed uses and activities necessary to accomplish the project.
- 10) List of names, mailing addresses, and parcel numbers of all persons owning property within either 300-feet (within Urban Growth Areas) or 1000-feet (outside of Urban Growth Areas) of the property boundaries of the subject site, in all directions (**Must be obtained from County Assessor's records**).
- 11) Self-adhesive mailing labels for each of the above property owners.
- 12) Fees: Application
  - \$ SHV (\$3,150.00)
  - \$ SHC (\$2,100.00) (Public Hearing)
  - \$ SHC (\$800.00) (\*No Public Hearing)
  - \$ SHR (Value dependant on project cost)
  - Legal Notice: \$ 100.00
  - SEPA \$ 370.00

\*Additional fees will be required if the application requires a public hearing pursuant to WCC23.60.13.

*Make checks payable to Whatcom County Planning and Development Services*

**NOTE:** The application requires a personal guarantee for the payment of fees incurred to undertake permit review by whoever signs the permit application. Applicants and agents must recognize they will be held accountable for fees if they sign the application.

**WHATCOM COUNTY**  
Planning & Development Services  
5280 Northwest Drive  
Bellingham, WA 98226-9097  
360-676-6907, TTY 800-833-6384  
360-738-2525 Fax



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

## Master Land Use Application

File #(s) \_\_\_\_\_

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

- |  |  |
|--|--|
| <input type="checkbox"/> Administrative                | <input type="checkbox"/> Shoreline Substantial Development |
| <input type="checkbox"/> Binding Site Plan             | <input type="checkbox"/> Shoreline Conditional Use         |
| <input type="checkbox"/> Critical Areas Reasonable Use | <input type="checkbox"/> Shoreline Variance                |
| <input type="checkbox"/> Planned Unit Development      | <input type="checkbox"/> Zoning Conditional Use            |
| <input type="checkbox"/> Long Subdivision              | <input type="checkbox"/> Zoning Variance                   |
| <input type="checkbox"/> Other:                        |  |

Receipt #: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Total Fees: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone #( ) \_\_\_\_\_

Fax #( ) \_\_\_\_\_ Email \_\_\_\_\_

**Agent/Representative Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone #( ) \_\_\_\_\_

Fax #( ) \_\_\_\_\_ Email \_\_\_\_\_

**Owner's Name** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone #( ) \_\_\_\_\_

Fax #( ) \_\_\_\_\_ Email \_\_\_\_\_

Deed attached:  YES  NO FLOOD ZONE:  YES  NO

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

Site address \_\_\_\_\_

Parcel size: \_\_\_\_\_ in acres

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Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Div \_\_\_\_\_ Plat \_\_\_\_\_  
\_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ W.M.

Assessor's Parcel Number \_\_\_\_\_

Zoning: \_\_\_\_\_ Comp. Plan: \_\_\_\_\_ Shoreline: \_\_\_\_\_

Subarea: \_\_\_\_\_ Fire Dist. \_\_\_\_\_ School Dist: \_\_\_\_\_

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

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

Applicant shall provide the names, addresses and parcel numbers of all persons owning property within 300' in an Urban Growth Area (UGA) or 1,000' outside an Urban Growth Area (UGA) of the subject site.

See instructions attached.

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## 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

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

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 Public in and for the State of Washington

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

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

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

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



## Supplemental Application

File # \_\_\_\_\_

1. Name of adjacent water body: \_\_\_\_\_
  
2. Please provide a general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project (including the total cost or fair market value of the proposed development):  
  
\_\_\_\_\_
  
3. Please provide a general description of the property as it now exists including its physical characteristics, improvements and structures:  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Please provide a general description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics:  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Please provide a general indication of the character of vegetation found on the site:  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. a) Please indicate the quantity, source and composition of any fill that will be placed on the site whether temporary or permanent:  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- b) Please indicate the quantity, composition and destination of any excavated or dredged material:  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Local contact person who will post notices (if other than Agent/Rep.):

**Contact Name** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone #( \_\_\_\_\_ ) \_\_\_\_\_

Fax #( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

8. Person whom the newspaper notice bill will be sent to (if other than Agent/Rep.). This person must be in the State of Washington:

**Name** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone #( \_\_\_\_\_ ) \_\_\_\_\_

Fax #( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_



## Guidelines For Finding Property Owners Necessary For Hearing Notices

It is the responsibility of the applicant to obtain a complete list of the property owners within 300 feet if within the UGA or 1000 feet if outside of the UGA of the boundaries of the parcel, which is the subject of the application. This guide is intended to help applicants compile that list and assure proper notice as required by the ordinances. Failure to provide a complete list may result in a delay in the processing of the application or a continuance of a scheduled hearing.

The Whatcom County Assessor's Office is the source of the necessary information. The Assessor is located on the main floor of the County Courthouse.

The following procedure is recommended, as the most effective for finding the information you will need. The personnel in the Assessor's Office will help you find the maps and measure the proper distance.

1. Locate the parcel that is the subject of the application on the appropriate map.
2. Carefully measure 300' or 1,000' from each corner and line of that parcel and record the complete 12-digit Assessor's parcel number for each parcel within the proper distance specified above. It is best to make a separate list for these parcel numbers.
3. Using the assessment roll, find the owner of each parcel.
  - a. If the owner that is listed is a bank, savings and loan or other financial institution, also record the title owner's name and the loan number from the listing. If the loan number is provided, and there is no name other than the financial institution, or if an address for the title owner is unavailable, write down the address of the financial institution as they may be able to forward the hearing notice if they are given the loan number.
  - b. The printed assessment roll is updated approximately every six months. There is a computer master file that is always up-to-date. Use the computer to locate any names you may have questions about on the printout, such as for property that you suspect may have been recently sold.
4. Using the name and address master file, find the address of the parcel owners. Those not in the name index can be found through the telephone book, city directory, or other sources. This address is vitally important and must be complete and legible.

This list of property owners, the addresses, and parcel numbers must be submitted with your application. County ordinances and due process requirements make the provision of proper notices to nearby property owners mandatory. No permit can be granted if the notice is defective. The Hearing Examiner will require strict compliance with the notice provisions of the ordinances.

**NOTE:** The applicant shall submit typed self-adhering labels with the name and address of each property owner within the specified distance from the subject site. Properties located within the UGA shall notify property owners within 300-feet of the subject site. Properties located outside of the UGA shall notify property owners within 1000-feet of the subject site.