



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 length 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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Director

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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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

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. This is a request relating to the

Shore Setback

Sideyard Setback

Sign Area

Other (please describe) _____

Height Restrictions

Open Space

Dock Length

2. State specifically the variance requested (for example: the amount of setback reduction etc.):

3. Date property was acquired: _____

4. Date existing structures were constructed (if applicable): _____

5. Explain any unusual conditions that exist which prevent the normal use of your property under the standard requirements (for example: unusual lot shape, size, or topography):

6. Is the variance you are requesting enjoyed by other properties in your area?

YES NO

If yes, how many and where?

7. Does your request represent the minimum relief necessary from the shoreline requirements?

YES NO

Please explain:

8. Is there any established building line in your area that you are planning to conform to?

YES NO

If yes, how many structures are located along that line?

9. Are there any alternatives to your proposal?

YES NO

If yes, why aren't they feasible?

10. Explain how the design of your proposal will relate to other permitted activities in the area

To Be Completed By County Official:

Request for variance from the provisions of:



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.



Whatcom County Land Disturbance and Clearing Application Information

This Hand-Out Has Important Information Regarding Application Requirements,
 Additional Permitting, And Contacts.

FLAGGING	<p><i>SITE MUST BE FLAGGED!</i> <i>Fees will be imposed for additional site trips and inspections</i></p> <ul style="list-style-type: none"> • All proposed project areas must be identified on site with clearly marked stakes and flagging. • Site location must be visible from road by <u>address, name or flagging</u>. • Call the Land Disturbance Coordinator when site is flagged and ready to be inspected at (360) 676-6907. • Project review will be delayed if site is not properly staked and/or flagged.
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CONTACT	<p><i>WHATCOM COUNTY NATURAL RESOURCES OFFICE (360) 676-6907</i></p> <p>Please be advised that staff have scheduled appointments and daily site inspections making their availability limited.</p> <ul style="list-style-type: none"> • Land Disturbance - General inquiries for permit requirements, application in-take, permit review, status and issuance. • Critical Areas – Wetlands, Streams, and Habitat Conservation Areas– review, inspection, mitigation, and monitoring. • Critical Areas – Geology – Geological Hazards – review, inspection, mitigation, and monitoring. • Watersheds - Lake Whatcom, Lake Padden, Lake Samish, Drayton Harbor, and Birch Bay – may require review and inspection. • Cultural Resource Management - properties located within 500 feet of known archaeological sites must be assessed for the presence of archaeological resources prior to the issuance of County development permits.
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FILL, GRADE & CLEARING	<p><i>FILLING, GRADING and CLEARING</i></p> <ul style="list-style-type: none"> • Any fill, grade, clearing within 300 feet of critical areas requires review and approval from Whatcom County prior to commencing any project work. • Any fill or grade in excess of 50 cubic yards (approx. 5 dump trucks) requires a Land Disturbance Permit. • Any material moved off-site in excess of 50 cubic yards may require a separate Land Disturbance permit. • Any activity that exposes more than 500 square feet of soil between October 1 and May 31 OR that exposes more than 5,000 square feet of soil between June 1 and September 30 within the Lake Whatcom, Lake Samish or Lake Padden watershed requires a Land Disturbance Permit. • Filling and grading cannot start before approval from Planning and Development Services. In the Lake Whatcom, Lake Samish and Lake Padden watersheds, Land Disturbance Permits will not be issued two weeks prior to the closure dates of October 1 through May 31. • All building permits require a Land Disturbance Application (unless no fill or grading is proposed).
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FOREST PRACTICES	<p>FOREST PRACTICES INFORMATION</p> <ul style="list-style-type: none"> • If your project involves the harvest of forest land (forest practices as defined in Washington Administrative Code (WAC) 222-16-050 a Forest Practices Application/Notification is required. • For questions related to permit requirements, or to obtain a Forest Practices Application, contact the Washington State Department of Natural Resources (DNR) at (360) 856-3500. • Failure to obtain an approved Forest Practices Application/Notification from DNR prior to conducting forest practices is a violation of state law and may result in enforcement action and a six-year development moratorium on property.
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RIGHT OF WAY	<p>WORKING IN COUNTY/STATE ROAD RIGHTS-OF-WAY MAY REQUIRE ADDITIONAL PERMITTING!</p> <ul style="list-style-type: none"> • Any work that utilizes a new or existing access off of a public road right-of-way may require a Revocable Encroachment Permit, Trail Permit, and/or a possible drainage study from Whatcom County's Engineering Division (360) 676-6730. • For any work in the State highway right-of-way contact the Washington State Department of Transportation (WSDOT) at (360) 788-2500.
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SITE PLAN	<p>SCALED SITE PLAN REQUIRED</p> <ul style="list-style-type: none"> • The following information must be put on the scaled site plan and be consistent across the site plan. <ul style="list-style-type: none"> ○ All buildings, existing and proposed. ○ Parking, access roads and driveways. ○ Critical areas (e.g.: wetlands, streams) located. ○ Ditches. ○ Property lines, corner pins. ○ Topography (contours, slope grade). ○ Utilities. ○ Erosion and Sedimentation Control Measures. • Show any trees that are to be removed. • <i>Incomplete or inadequate site plan can significantly delay processing.</i>
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SEPA	<p>STATE ENVIRONMENTAL POLICY ACT (SEPA)</p> <ul style="list-style-type: none"> • Fill and grade in excess of 499 cubic yards that is not associated with a single-family residence requires a SEPA determination. • All Class IV Forest Practice Applications (FPAs) require a SEPA determination and a clearing permit.
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SHORELINE JURISDICTION	<p>WHATCOM COUNTY SHORELINE MANAGEMENT PROGRAM (360) 676-6907</p> <ul style="list-style-type: none"> • If your lot is within the jurisdiction of the Shoreline Management Program you are required to obtain approval via a shoreline permit pursuant to WCC 23.60.01. This Land Disturbance Application will not be accepted. Please contact a shoreline administrator for proper permit application materials.
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UTILITIES	<p>BONNEVILLE POWER ADMINISTRATION EASEMENT</p> <ul style="list-style-type: none"> • Whatcom County requires a letter of approval from Bonneville Power Administration (BPA) authorizing any filling, excavation, or clearing in their easement. Contact BPA at (360) 568-2943 or (800) 836-6619.
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DIGGING	<p>CALL BEFORE YOU DIG – IT'S THE LAW</p> <ul style="list-style-type: none"> • For One Call Locates in Washington call 1-800-424-5555. For additional information go to Washington Utilities Coordinating Council at http://www.wucc.org.
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Whatcom County Land Disturbance Application Submittal Information

The Information Below Is Required For Submittal Of A
Whatcom County Land Disturbance Application.

(Note: submittal of an application does not vest the project to a submittal date or deem the application package complete)

- _____ Completed Whatcom County Land Disturbance Application.
- _____ Cash or check for payment.
- _____ Site plan with a north arrow and a scale consistent across the site (see Important information regarding application requirements above for site plan requirements).
- _____ Written narrative describing the purpose of the proposed action and future plans.
- _____ Whatcom County Health Department approved Septic Design (if applied for as part of Land disturbance application).
- _____ Zoning/Land Use consistency approval.
- _____ Land Use Agreement (if proposed work is in an easement and/or on land owned by someone else).
- _____ For any projects located within the Lake Whatcom, Lake Samish, or Lake Padden Watersheds, calculations showing the amount of existing tree canopy along with the amount of tree canopy to be removed (already asked for on the LDP application) must be submitted. Existing and proposed impervious surface calculations (including gravel driveways) must also be shown on the site plan.

(Note: Incomplete applications are not accepted)



LDP # _____

- Answer all questions as completely and accurately as possible.
- Provide an adequate site plan (see example).
- Sign and date your application.
- Application fee will apply upon submittal.

Applicant / Contact Person		Property Owner		
Name		Name		
Address		Address		
Phone		Phone		
Email		Email		
Contractor		Parcel		
Name		Job Site Address		
Address		Parcel Number		
Phone		Parcel Size		acres
Email		Subdivision		
License	Expires	Division	Lot	Block

Project Description

Include all proposed work for this application (Include full project concept – continue on additional page if needed).

Future Development / Building Plans

State what your known development and building plans are for the next 6 years.
 If unknown, please state so (continue on additional page if needed).

Physical Site Characteristics (Included on the Site Plan)

Check all characteristics that apply on and within 300 feet of the entire parcel.

- | | | |
|--|---|---|
| <input type="checkbox"/> Streams
<input type="checkbox"/> Fish bearing
<input type="checkbox"/> Non-fish bearing
<input type="checkbox"/> Unknown
<input type="checkbox"/> Drainage ditches
<input type="checkbox"/> Frequently flooded areas
<input type="checkbox"/> Wetlands/seasonally wet/soggy areas | <input type="checkbox"/> Ponds and lakes
<input type="checkbox"/> Steep slopes
<input type="checkbox"/> Greater than 35%
<input type="checkbox"/> Greater than 80%
<input type="checkbox"/> Landslide areas | <input type="checkbox"/> Forested areas
<input type="checkbox"/> Brush / scrub
<input type="checkbox"/> Pasture, lawn, landscaping
<input type="checkbox"/> Existing developed areas
<input type="checkbox"/> Wildlife features
(e.g., raptor nests, beaver dams, large snags, etc.) |
|--|---|---|

SITE MUST BE FLAGGED PRIOR TO INSPECTION
 (Otherwise additional site inspection fees will be assessed – e.g. \$210.00)

FILL	The deposit of earth material by artificial means.					
BY FEET	Length (ft)	Width (ft)	Depth (ft)	Volume (ft³)	Divided By 27	= Cubic Yard
Septic	X	X	=		/ 27 =	CY
Driveway/Road/Parking	X	X	=		/ 27 =	CY
Building site	X	X	=		/ 27 =	CY
Other	X	X	=		/ 27 =	CY
MATERIAL SOURCE:	TOTAL VOLUME:					CY

EXCAVATION	The mechanical removal of earth materials. Grading is an excavation or filling or combination thereof. Earth material is any rock, natural soil, fill, or any combination thereof.					
BY FEET	Length (ft)	Width (ft)	Depth (ft)	Volume (ft³)	Divided By 27	= Cubic Yard
Septic	X	X	=		/ 27 =	CY
Driveway/Road/Parking	X	X	=		/ 27 =	CY
Building site	X	X	=		/ 27 =	CY
Ditching/Trenching	X	X	=		/ 27 =	CY
Other	X	X	=		/ 27 =	CY
MATERIAL DESTINATION:	TOTAL VOLUME:					CY

CLEARING / CONVERSION	Defined as, "the destruction of vegetation by manual, mechanical, or chemical methods resulting in exposed soils."WCC20.97.053					
Required TOTAL AREA TO BE CLEARED and/or GRUBBED, IN ACRES						
AREA OF TREE CLEARING, IN ACRES						
TIMBER USE	Personal Use	%	Sell	%	Burn	% Give Away
FPA NUMBER (if applicable)						
If your project includes any tree cutting, a Forest Practices Application / Notification may be required. For questions related to permit requirements, contact the Washington Department of Natural Resources (DNR) at 360-856-3500.						

2009 International Building Code 105.3.12 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extension of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

2009 International Building Code 105.5 Permit Expirations. Every permit issued under the provisions of this code shall expire and become null and void if the work authorized by such permit is not commenced within 180 days from the date of issuance of such permit, or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. The building official is authorized to grant in writing, one or more extensions of time, for a period not more than 180 days each. The extension request shall be in writing and justifiable causes demonstrated. If the permit has expired, before such work can recommence, a new permit shall be first obtained to do so, and the fee therefore shall be one half the amount required for a new permit for such work, provided no changes have been made, or will be made in the original plans and specifications for such work; and provided, further that such suspension or abandonment has not exceeded one year.

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 the fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule and agree to be bound personally as a principal and not as a surety. I recognize that my personal guarantee is part of the consideration for review of the application.

I understand that this application does not grant authorization to begin work, and that no work will begin until a permit / authorization is issued. The above information and statements are true and accurate to the best of my knowledge.

Applicant Signature _____ Date _____

Applicant Printed Name _____

Property Owner Signature _____ Date _____

Property Owner Printed Name _____