



Major Project Permit Pre-Application Meeting Application

How do I apply for a Pre-Application?

- 1) Check with the Whatcom County Planning and Development Services (PDS) office to determine whether or not a pre-application meeting is required for your proposal. It is recommended you have a pre-application meeting prior to submitting a Major Project Permit Application so you are aware of any additional studies or costs that may be required as a condition of final approval.
- 2) You will need to submit your **Pre-Application Meeting** (application) and applicable fees to Whatcom County between the hours of 8:30 AM and 4:00 PM on Monday, Tuesday, Thursday, or Friday. On Wednesdays, applications and associated fees may be submitted between the hours of 8:30 AM and 11:30 AM only. Staff will review the application at the counter and accept the application if all necessary items are submitted. You will be notified of the date and time of the pre-application meeting. Meetings are generally held on Tuesday afternoons or Thursday mornings. All PDS fees associated with the Major Project Permit Pre-Application Meeting will be applied to the cost of the Major Project Permit application if a complete Major Project Permit application is submitted within one year of the Major Project Permit Pre-Application Meeting.
- 3) The pre-application meeting will include staff from planning, natural resources, shorelines, the fire marshal, the health department, the county engineer and any other applicable departments.

The **Whatcom County Health Department** will determine if you have an adequate water supply and a proper method of sewage disposal for the proposed use.

The **County Engineer** will determine if the site has an adequate access and will confirm that sight distance is acceptable where driveway easements will enter public roads. The Engineer will also discuss the requirements for traffic, storm-water and drainage control. If your land is adjacent to the right-of-way of a state highway or will depend on access from a state highway, contact the Washington Department of Transportation at 360-757-5975 to discuss your proposal. *Please complete the Preliminary Stormwater Proposal and the Traffic & Concurrency Information forms which are available on the [Whatcom County Public Works, Engineering webpage](#). Make copies of these applications to include later with your Major Project Permit application.*

Natural Resources staff will evaluate potential impacts to wetlands, frequently flooded and flood hazard areas, geologic hazards areas, critical aquifer recharge areas, and habitat conservation areas (including streams, lakes, ponds, and habitat for designated priority species). A Technical Administrator will determine if one or more of the critical areas assessments is required in order to adequately review the Major Project Permit application/proposal. If one or more of these options is required by the Natural Resources staff, please have your qualified critical areas consultant contact the Whatcom County Critical Areas Specialist. This will help to reduce the number of services provided by the critical areas consultant and will ensure that any work done by your critical areas consultant will be the minimum necessary for your project.

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

Major Project Permit
Pre-Application Meeting
Application

Case # (PDS) _____ Parcel Size _____

Tax Parcel Number(s) _____

Applicant

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Property Owner

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Contact Person

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Surveyor (If Applicable)

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Parcel Information

Project Address _____



**Major Project Permit
 Pre-Application
 Intake Checklist**

The following requirements for a fully completed application and any other information must be provided in order to initiate a review for a Determination of Completeness.

Applicant Checklist		PDS Checklist
	1. Written and Other Data and Fees <i>Eight (8) sets</i> of the required information (listed below) shall be submitted -unless otherwise indicated.	
<input type="checkbox"/>	a) Completed Pre-App Application	<input type="checkbox"/>
<input type="checkbox"/>	b) <i>Attached</i> Lot of Record Application <i>(If applicable)</i>	<input type="checkbox"/>
<input type="checkbox"/>	c) <i>Attached</i> Preliminary Traffic & Concurrency Information form (3 copies)	<input type="checkbox"/>
<input type="checkbox"/>	d) <i>Attached</i> Preliminary Stormwater Proposal (3 copies)	<input type="checkbox"/>
<input type="checkbox"/>	e) Critical Areas Report -if available (3 copies)	<input type="checkbox"/>
<input type="checkbox"/>	f) Intended uses	<input type="checkbox"/>
<input type="checkbox"/>	g) List of variances and waivers requested	<input type="checkbox"/>
<input type="checkbox"/>	h) General written proposal of water supply and sewage disposal method	<input type="checkbox"/>
<input type="checkbox"/>	i) Proposed means of Stormwater control	<input type="checkbox"/>
<input type="checkbox"/>	j) Assessor's parcel number (of the parent parcel)	<input type="checkbox"/>
<input type="checkbox"/>	k) Net and gross lot size to determine minimum lot size and density requirements as required by the Zoning Ordinance	<input type="checkbox"/>
<input type="checkbox"/>	l) Completed, signed and notarized Fee Responsibility form	<input type="checkbox"/>
<input type="checkbox"/>	m) Completed, signed and notarized Agent Responsibility form (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	n) Fees specified in the Unified Fee Schedule	<input type="checkbox"/>
	2. Map Data	
<input type="checkbox"/>	a) Name of owner(s)	<input type="checkbox"/>
<input type="checkbox"/>	b) Name of project	<input type="checkbox"/>
<input type="checkbox"/>	c) Approximate locations of existing roads, utilities, and infrastructure	<input type="checkbox"/>
<input type="checkbox"/>	d) Vicinity map	<input type="checkbox"/>

<input type="checkbox"/>	e) Site Plan with common engineering scale (1" = 100' or larger). Include north arrow and existing and proposed structures.	<input type="checkbox"/>
<input type="checkbox"/>	f) Section, township, range and municipal and county lines in the vicinity	<input type="checkbox"/>
<input type="checkbox"/>	g) General boundaries of the site with general dimensions shown	<input type="checkbox"/>
<input type="checkbox"/>	h) General direction and gradient of slope	<input type="checkbox"/>
<input type="checkbox"/>	i) Means of proposed access (including proposed improvements to on-site and off-site roadways)	<input type="checkbox"/>
<input type="checkbox"/>	j) Approximate location of existing roads, rights-of-way, buildings, parking, and drainage on-site	<input type="checkbox"/>
<input type="checkbox"/>	k) Where appropriate, approximate location of natural features, including bodies of water, regulated watershed boundaries, natural drainage areas, critical areas, shorelines and base flood elevation and buffers.	<input type="checkbox"/>
<input type="checkbox"/>	l) Approximate location of existing facilities, sanitation and water facilities, easements (where appropriate).	<input type="checkbox"/>

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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

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: _____

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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 _____