



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



MASTER APPLICATION FOR DISCRETIONARY LAND USE PERMIT

File # _____

- | | |
|--|--|
| <input type="checkbox"/> Binding Site Plan _____ | <input type="checkbox"/> Long Plat per Lot _____ |
| <input type="checkbox"/> BSP per Lot _____ | <input type="checkbox"/> SEPA Checklist _____ |
| <input type="checkbox"/> Critical Areas _____ | <input type="checkbox"/> Shoreline Substantial Dev. _____ |
| <input type="checkbox"/> Engineering _____ | <input type="checkbox"/> Shoreline Conditional Use _____ |
| <input type="checkbox"/> Health _____ | <input type="checkbox"/> Shoreline Variance _____ |
| <input type="checkbox"/> Major Project _____ | <input type="checkbox"/> Zoning Conditional Use _____ |
| <input type="checkbox"/> Planned Unit Dev. _____ | <input type="checkbox"/> Zoning Variance _____ |
| <input type="checkbox"/> Long Subdivision _____ | <input type="checkbox"/> Postage (.41 USA) (.69 CAN) _____ |

Receipt #: _____ Date Paid: ____/____/____ Total Fees: _____

APPLICANT NAME: _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone #: (____) _____ Fax: (____) _____ Email: _____

AGENT/REP: _____

Mailing address: _____ City _____ State _____ Zip _____

Phone #: (____) _____ Fax: (____) _____ Email: _____

OWNER'S NAME: _____

Mailing Address: _____ City _____ State _____ Zip _____

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

Legal Description: Lot___ Blk___ Div___ Plat_____

___1/4___1/4 Section___, T___N, R___W.M., Assessor's Parcel No. _____

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 (1000' outside a UGA) of the subject site. See instructions attached.

WHATCOM COUNTY
PLANNING & DEVELOPMENT SERVICES
5280 Northwest Drive
Bellingham, WA 98226



J.E. "Sam" Ryan, CBO
Interim Director

Robert C. Martin A.I.C.P.
Land Use Division Manager

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: ____/____/____

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.

Signature: _____

Date: _____

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.):
Name: _____
Address _____ City _____ State _____ Zip _____
Phone # _____

9. 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 _____
Address _____ City _____ State _____ Zip _____



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.**