



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 # \_\_\_\_\_

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| <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**

PLEASE USE BLACK INK OR TYPE ALL ANSWERS. IF ANY QUESTION DO NOT APPLY, MARK THEM "NOT APPLICABLE."

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

1. This is a request relating to the  SHORE SETBACK  HEIGHT RESTRICTIONS  
 SIDEYARD SETBACK  OPEN SPACE  
 SIGN AREA  DOCK LENGTH  
 OTHER (please describe) \_\_\_\_\_

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

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3. Date property was acquired:

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

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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):

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

**YES NO**

If yes, how many and where?

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

**YES NO**

Please explain:

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Land Use Division Manager

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 \_\_\_\_\_

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9. Are there any alternatives to your proposal?

**YES NO**

If yes, why aren't they feasible?

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

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TO BE COMPLETED BY COUNTY OFFICIAL:

Request for variance from the provisions of:

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## **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.**