



Conditional Use Submittal Requirements

All applications must be submitted in person by appointment only.

1. Completed, signed and notarized Master Land Use Application form
2. Completed and signed Supplemental Application form
3. Copy of the recorded deed for the property (available from title companies)
4. Completed, signed and notarized Fee Responsibility form
5. Completed, signed and notarized Agent Responsibility form (if applicable)
6. Copy of any easement agreements (if applicable)
7. Written verification of water and sewage disposal from the utility provider and/or the Whatcom County Health Department
8. Completed and signed [SEPA Checklist](#) (available on Whatcom County website)
9. Eight (8) copies of a site plan drawn to a standard engineering scale which depicts at a minimum all the following:
 - ◆ Dimensions of the property drawn to scale
 - ◆ Location of any wetlands and critical habitat areas if known
 - ◆ Location, setbacks and dimensions of **all** structures on the site
 - ◆ Location of septic tank/drain field, and well or utility lines
 - ◆ Locations, width and length of driveway (show 35 foot turning radius for emergency vehicles)
 - ◆ Location and dimensions of all parking areas
 - ◆ Names and locations of all public or private roads
 - ◆ North Arrow and scale
 - ◆ Distance from any structures to the Ordinary High Water Mark (OHWM) of any creeks, streams, rivers or lakes, if applicable
10. Five (5) copies of a detailed floor plan for any new buildings, including dimensions, uses, ingress and egress, storage areas etc.
11. Eight (8) copies of preliminary topographic drawings depicting the basic elevation features of your property **OR** a United States Geological Survey (USGS) quadrangle map

12. A list of names, mailing addresses, and parcel numbers of all persons owning property located within 300 feet of the property boundaries if within an Urban Growth Area **or** 1,000 feet if outside an Urban Growth Area of the subject parcel. (Addresses may be obtained from County Assessor's records or a local Title company)
13. Self-adhesive mailing labels for each of the identified property owners noted above
14. Completed [Preliminary Traffic & Concurrency Information](#) form
15. Completed [Preliminary Stormwater Proposal](#) form
16. Completed [Revocable Encroachment Permit](#) form
17. Completed [Land Disturbance Permit \(LDP\) application](#) form

***Note: There may be additional fees associated with this permit application dependent upon the extent of the reviews required.**

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



David Stalheim
Director

J.E. "Sam" Ryan
Assistant 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 |

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

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 _____

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Supplemental Conditional Use Application

File #: _____

PROPOSAL DESCRIPTION (Be specific):

BUILDING AREA (sq.ft.): _____

Existing: _____ Proposed: _____ Total: _____

NEIGHBORING USES:

North: _____

South: _____

East: _____

West: _____

DESCRIBE EXISTING DEVELOPMENT:

In order for the application to be approved, the proposal must satisfy the conditional use criteria listed below (Section 20.84.220 & 2.24.660). Please answer the following questions as completely as possible.

1. Describe how this proposal is in accordance with the general and specific goals and policies of the Whatcom County Comprehensive Plan and Zoning Ordinance.

2. Describe how the proposed development will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing and intended character of the area.

3. Describe any activities related to this proposal that may be hazardous or disturbing to existing or future neighboring uses.

4. List all essential public facilities including, highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewers and schools that are available to serve this development. Also, list any services which will need to be constructed or improved.

5. Describe any public costs for facilities and services that will result from this proposal, and indicate whether or not the proposal will be detrimental to the economic welfare of the community.

6. Describe any uses, activities, processes, materials, equipment and conditions of operation that may be detrimental to any person's property, or the general welfare by reasons of excess traffic, noise, smoke, fumes, glare, dust, or orders.

7. Describe how the sites driveway accesses (vehicular approaches) will be designed so as to not create interference with traffic on surrounding streets.

8. Describe any natural, scenic, or historic features of importance located on or near the subject site, including wetlands, shorelines and archaeological finds.

Signature of Applicant

Date

Signature of Applicant

Date

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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 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

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: _____



Instructions for Obtaining Names, Addresses and Parcel Numbers of Property Owners within 300 – 1,000 Feet of Your Property for Notice Purposes

It is the applicant's responsibility to obtain a complete, up-to-date list of all owners of property located within 300 feet of the property boundaries (if within an Urban Growth Area) or 1,000 feet (if outside an Urban Growth Area) of the subject parcel in this application. Failure to provide a complete list may result in a delay of the processing of the application or a continuance of a scheduled hearing.

The above information may be obtained either from a Title Company or the Whatcom County Assessor's Office located in the Whatcom County Courthouse. The Assessor's Office staff will assist you in locating the required maps and scaling the 300 or 1,000 foot distance. There is a public computer available for your use. These instructions will aid you in locating the required information:

- ◆ Locate the subject parcel (your property) on the appropriate map using your Assessor's Parcel number from your tax notice.
- ◆ **Carefully** measure 300 feet or 1,000 feet from the subject property boundaries in all directions (including across roads). List the complete 12 digit parcel numbers of all properties located within the required 300 or 1,000 foot area.
- ◆ Using the assessment roll on the computer, find the owner of each parcel.
- ◆ If the owner listed is a bank, savings and loan or other financial institution, you must also record the title owner's name and loan number from the listing. If there is no name other than the loan number and the financial institution, list the name and address of the financial institution, as they may be able to forward the notice if they are provided with the loan number.
- ◆ Make sure you obtain the most up-to-date assessment roll, in case a property may have been recently sold.
- ◆ Using the name and address master file, locate the mailing address of each parcel owner. Those not in the name index may be located through the telephone directory, city directory or other sources. This address is vitally important and must be complete and legible.
- ◆ This list of property owners, their mailing addresses and parcel numbers must be submitted with your permit application. County ordinances and due process requirements make the provision of proper notice to property owners within 300 feet or 1,000 feet (depending upon whether it is located within a Urban Growth Area) of the subject parcel mandatory. No permit can be granted if the notice is defective. The Hearing Examiner requires strict compliance with the notice provisions of the ordinances.

- ◆ The applicant is also required to submit typed, self-adhering (self-stick) mailing labels containing the name and address of each of the above property owners, with the permit application. If one person owns more than one parcel of land please do not provide multiple labels, one label will suffice as we only send out one notice to the property owner.

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 Applicant

Dated this _____ day of _____, 200_____ .

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: _____

Print Name: _____

Notary Public in and for the State of Washington

Residing at: _____

My appointment expires: _____/_____/_____

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Director

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Assistant Director

Sample – Preliminary Stormwater Report Single Site Development

Preliminary Stormwater Report

Applicant: Jim Dandy Candy
Parcel #: 390112-123456

Site Description:

Jim Dandy Candy currently operates with 6 employees in the existing 50'x45' building. The business is outgrowing its building and needs to expand. The proposed addition will create one building that is 140'x72' with additional parking for employees and customers. The existing parking lot is gravel but will be paved with the addition.

There was an engineered stormwater report written by XYZ Engineering before the existing building was constructed. The existing bio-swales will be filled and new ones constructed along the new parking area. The existing pond is very shallow and will be expanded in width and depth to accommodate the new additions. The pond discharge is through a V notch weir that also works as the overflow and will not change.

The site is relatively flat but slopes slightly toward the northwest where the pond is located. A 15' planted buffer that will remain surrounds the site.

There are no known problems up stream in or with the ditch. Trash collects and sometimes stops the flow into the culvert or clogs the catch basin at the east property line. A trash rack will be installed to prevent trash collecting in the catch basin.

Erosion Control:

The pond and bio-swales will be hydro-seeded when completed. straw will be kept on site to cover bare soil as needed.