



Cottage Industry Application 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. Completed Cottage Industry checklist
4. Copy of the recorded deed for the property (available from title companies)
5. Completed, signed and notarized Fee Responsibility form
6. Completed, signed and notarized Agent Responsibility form (if applicable)
7. Copy of any easement agreements (if applicable)
8. Written verification of water availability and sewage disposal from the utility provider and/or the Whatcom County Health Department
9. Eight (8) copies of a Site Plan drawn to a standard engineering scale (use black ink, pencil drawings will NOT be accepted) containing the following information:
 - ◆ Name and address of property owner
 - ◆ Site address and parcel number
 - ◆ Property lines, easements, and site dimensions
 - ◆ Scale of drawing
 - ◆ Dimensions and location of all existing and proposed structures on the site
 - ◆ Distances between buildings and distances from all buildings to property lines
 - ◆ Location of the septic tank, drain-field and well
 - ◆ Location, width and length of driveways
 - ◆ Location and dimension of parking areas
 - ◆ Names and locations of public and private roads
 - ◆ North arrow
 - ◆ Distances from all existing and proposed building to creeks, streams, rivers, shorelines or other bodies of water (if applicable)
10. Five (5) copies of a floor plan, including dimensions, use, entrances, and exits of all proposed rooms, storage areas etc

11. Five (5) copies of preliminary topographic drawings **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 [Land Disturbance Permit \(LDP\) application](#) form
17. Completed [Revocable Encroachment Permit](#) 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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Assistant Director

Supplemental Cottage Industry Application

Description of Cottage Industry (Be specific. Attach additional pages if necessary):

Total area of parcel to be covered by structures (sq ft)

Existing: _____ Proposed: _____ Total: _____

Building area to be used for Cottage Industry (sq ft): _____

Total area (including building and outside storage) to be used for Cottage Industry
(sq ft): _____

In order for the application to be approved, the proposal must satisfy the criteria listed below (Section 20.84.220). Please answer the following questions as completely as possible (attach additional pages if necessary).

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

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. Additionally, list any services that 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 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 persons, property, or the general welfare by reasons of excess traffic, noise, smoke, fumes, glare, dust, or odors.

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.

Applicant Signature

Date

Owner Signature

Date



Cottage Industry Checklist

Please establish that your proposal complies with the criteria by answering the following questions:

1. Is this size and scale of the operation in keeping with the surrounding area and off-site impacts are comparable in intensity to those generated by uses allowed in the applicable zone?
 Yes No
2. The building size, lot coverage and number of employees will be consistent with the standards of applicable zoning district.
 Yes No
3. Number of employees who work more than 21 days per year, not including family members residing on the premises:
 0 1 2 3 4
4. Square footage of building(s) to be used for Cottage Industry: _____sq ft
◆ Total lot coverage of buildings, storage and other uses of the Cottage Industry: _____sq ft
5. Size of parcel: Less than one acre Equal to or larger than one acre
6. Type of sign proposed: _____Size: _____sq ft
◆ Non-illuminated? Yes No
7. Will the use of the dwelling unit or accessory structure for the Cottage Industry be clearly incidental and subordinate to its use for residential purposes and the purpose of the applicable zoning district?
 Yes No
8. Will there be any change in the outside appearance of the building or premises inconsistent with the residential character of the dwelling or use of the surrounding zoning district, other than signage consistent with the zoning regulations of the applicable district?
 Yes No

9. Will traffic be generated by cottage industry in greater volume than would normally be expected in the applicable zoning district and appropriate for the road classification that serves the property?

Yes No

◆ Number of trips generated per day: _____

10. Will parking needs generated by the cottage industry meet the off-street parking requirements as specified in this ordinance, and will at least one additional space be provided for each non-resident, on-site employee?

Yes No

◆ Number of spaces required: _____

◆ Number of spaces provided: _____ **(show in site plan)**

11. Will equipment, process or materials be used in cottage industry that create noise, vibration, glare, fumes, odors or electrical interference off the lot in sufficient amounts and of such characteristics and duration as is likely to be injurious or cause damage to human health, plant or animal life, or property, or which unreasonable interferes with enjoyment of life and property?

Yes No

12. Will sales in connection with the activity be limited to merchandise manufactured or repaired on the premises, items accessory to a service (i.e. hair care products for a beauty salon), catalog or e-commerce sales or other products related to or incidental to the primary business? Yes No

Please describe: _____

13. Will customer/clients be prohibited on the premises prior to 7:00 AM and after 8:00 PM? Yes No

◆ If no, explain: _____

14. Will the portion of the structure housing the Cottage Industry comply with life/safety regulations? Yes No

15. Will the Cottage Industry be limited to the manufacture and assembly of finished products that will not include the primary manufacture of petroleum products, rubber, plastics, chemicals, asbestos products or primary metal industries? Yes No

◆ If no, explain: _____

16. This use will be enclosed to mitigate potential impacts. Yes No

I, _____ affirm that the above answers are true and accurate.

Signature

Date

Signature

Date

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Director

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Assistant 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 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 you tax notice.
- ◆ **Carefully** measure 300 feet or 1,000 feet from the subject property boundaries in all directions (including across and 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: _____/_____/_____



Cottage Industry Zoning Requirements

.135 Cottage industries employing no more than two on-site people other than family members residing on the premises; provided, that in addition to the criteria found in WCC [20.84.220](#) and [20.97.087](#):

(1) The zoning administrator, at his or her discretion, may place limitations on the square footage in an existing or new structure used for a cottage industry and construction of new buildings to house said activity shall not, in any case, exceed 2,500 square feet of total floor area. The total land area used for buildings and outside storage or other uses related to the cottage industry shall not exceed 10,000 square feet or 25 percent of the site, whichever is less.

(2) The parcel size shall not be less than one acre.

(3) In the event materials will be stored outdoors, the zoning administrator shall require adequate landscaping, screening, or other devices in order that the material will not be visible by surrounding uses or roads.

(4) One nonilluminated sign, not to exceed eight square feet in size, mounted on the property, is permitted. A larger sign up to 32 square feet may be approved by the hearing examiner as a conditional use.

(5) Seasonal employees working less than 21 days per year will not be counted as employees if they are engaged in work directly related to agriculture or forestry. (Ord. 2001-012 § 1, 2001; Ord. 99-068, 1999; Ord. 98-018 § 1, 1998; Ord. 97-069, 1997; Ord. 95-031, 1995; Ord. 91-009, 1991; Ord. 87-12, 1987; Ord. 87-11, 1987).

Cottage Industry Criteria - WCC 20.84.220

Before approving an application for a conditional use permit, the hearing examiner shall ensure that any specific standards of the use district defining the conditional use are fulfilled, and shall find adequate evidence showing that the proposed conditional use at the proposed location:

(1) Will be harmonious and in accordance with the general and specific objectives of Whatcom County's Comprehensive Plan and zoning regulations.

(2) Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area.

(3) Will not be hazardous or disturbing to existing or future neighboring uses.

(4) Will be serviced adequately by necessary public facilities such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewers, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.

(5) Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the community.

(6) Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reasons of excessive production of traffic, noise, smoke, fumes, glare or odors.

(7) Will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public streets

(8) Will not result in the destruction, loss or damage of any natural, scenic or historic feature of major importance. (Ord. 2004-014 § 2, 2004).

Cottage Industry Definition – WCC 20.97.088

“Cottage industry” means a small light industrial, commercial, or service operation, on a parcel where the operator resides; frequently with an art or craft orientation or related to information processing or to the natural resources of the area, which meets all of the following criteria:

(1) The size and scale of the operation is in keeping with the surrounding area and off-site impacts are comparable in intensity to those generated by uses allowed in the zone.

(2) Building size, lot coverage and number of employees shall be consistent with the standards of each district.

(3) The use of the dwelling unit or accessory structure for the cottage industry shall be clearly incidental and subordinate to its use for residential purposes and the purpose of the applicable zoning district.

(4) There shall be no change in the outside appearance of the building or premises inconsistent with the residential character of the dwelling or use of the surrounding zoning district, other than signage consistent with the zoning regulations of the applicable district.

(5) No traffic shall be generated by such cottage industry in greater volume than would normally be expected in the applicable zoning district and appropriate for the road classification which serves the property.

(6) Any need for parking generated by the conduct of such cottage industry shall meet the off-street parking requirements as specified in this title. At least one additional space shall be provided for each nonresident on-site employee.

(7) No equipment, process, or materials shall be used in such cottage industry which creates noise, vibration, glare, fumes, odors or electrical interference off the lot in sufficient amounts and of such characteristics and duration as is likely to be injurious or cause damage to human health, plant or animal life, or property, or which unreasonably interferes with enjoyment of life and property.

(8) Sales in connection with the activity are limited to merchandise manufactured or repaired on the premises, items accessory to a service (such as hair care products for a beauty salon), catalog or e-commerce sales or other products related to or incidental to the primary business.

(9) Customers/clients are prohibited on the premises prior to 7:00 a.m. and after 8:00 p.m. unless an exception is specifically granted by the administrator.

(10) The portion of the structure housing the cottage industry shall comply with life/safety regulations.

(11) Cottage industries should be limited to the manufacture and assembly of finished products that shall not include the primary manufacture of petroleum products, rubber, plastics, chemicals, asbestos products or primary metal industries. Such uses shall be sufficiently enclosed to mitigate potential impacts. (Ord. 2004-014 § 2, 2004; Ord. 2001-012 § 1, 2001; Ord. 88-93, 1988. Formerly 20.97.087).

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David Stalheim
Director

J.E. "Sam" Ryan
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' x 45' building. The business is outgrowing its building and needs to expand. The proposed addition will create one building that is 140' x 72' 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 additions. The pond discharges into an existing ditch that runs along the property line. The discharge is through a V notch weir that also works as the over flow 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.