



## **Temporary Second Dwelling (TSD) 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 TSD Checklist
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 Authorization 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. Temporary Housing Affidavit (to be completed at the PDS office & recorded prior to permit issuance)
9. Temporary Second Dwelling - Medical Certification (requires physician's signature)
10. Eight (8) copies of a site plan drawn to a standard engineering scale which depicts at a minimum all of the following
  - ◆ Name and address of property owner
  - ◆ Site address and parcel number
  - ◆ Property lines, easements, and site dimensions
  - ◆ North arrow and 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
  - ◆ Distances from all existing and proposed building to creeks, streams, rivers, shorelines or other bodies of water (if applicable)

11. Certification from Labor & Industries that the mobile is HUD approved (if applicable)
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 [Encroachment Permit 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 \_\_\_\_\_



## Temporary Second Dwelling Checklist

*Please Indicate If Your Proposal Complies with the Following Criteria by Answering the Following Questions:*

1. In addition to an existing or permitted dwelling, there will be no more than one (1) per lot or the following: temporary second dwelling, accessory apartment, or detached accessory dwelling unit.  
 Yes  No
2. The owner(s) of the single family lot upon which the accessory apartment or detached dwelling unit is located will occupy as their primary domicile at least one of the dwelling units on that lot.  
 Yes  No
3. Adequate provision for potable water, sewage disposal, waste disposal, and stormwater runoff for the temporary accessory dwelling unit is enclosed.  
 Yes  No
4. There will be only one (1) front entrance from the house visible from the front yard and street for an accessory apartment, and only one (1) additional entrance visible from the front yard or street for a detached accessory dwelling.  
 Yes  No
5. The accessory dwelling unit or accessory apartment will not exceed 1248 square feet in size and will be in the form of a manufactured home, fully serviced travel trailer, or motor home.  
 Yes  No
6. Will both the primary residence and accessory dwelling, be served by a common driveway?  
 Yes  No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

7. Do you agree to sign and record a deed restriction with the Whatcom County Auditor prior to the issuance of a building permit for the accessory dwelling unit stating that:

Detached temporary dwelling units and associated land cannot be sold separately from the original dwelling; except in the event the zoning permits such a land division; and one of the dwellings shall be the primary domicile of the owner.

Yes

No

8. Is the subject parcel located within the Lake Whatcom, Lake Samish or Drayton Harbor Watershed?

Yes

No

9. Do you agree when care is no longer necessary, the temporary accessory dwelling shall be legally removed from the site?

Yes

No

I \_\_\_\_\_ affirm that the above answers are true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Director

**J.E. "Sam" Ryan**  
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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Assistant Director

### 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 or have satisfactory evidence that \_\_\_\_\_  
Is/are the person(s) who appeared before me, and said person(s) acknowledged it to be (his/her/their) free and voluntary act for uses and purposes mentioned in this instrument.

\_\_\_\_\_  
Dated

Notary Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Notary Public in and for the State of Washington

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## 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