



## Site Plan Review Application

### Documents Required for Submittal:

\*NOTES: If a proposal is within the shoreline jurisdiction please use appropriate shoreline application form.

- Site Plan Review Application
- Site plan (provide detail and accurate information):
  - ◆ Dimensions of the property drawn to common scale (architectural, engineering)
  - ◆ Location of any wetlands, creeks/streams, critical habitat areas, or geological hazards, if known
  - ◆ Locations and dimensions of **all** existing and proposed structures on the site
  - ◆ Locations and dimensions of **all** existing and proposed impervious surfaces on the site
  - ◆ Stormwater plan (if applicable)
  - ◆ Location of the Ordinary High Water Mark (if applicable)
  - ◆ Distance of any structures to the Ordinary High Water Mark (OHWM) of any creeks, streams, rivers or lakes, (if applicable)
  - ◆ Location and dimensions of all areas to be cleared, filled, or excavated
  - ◆ Location of existing or proposed septic tank/drain field, and well or utility lines
  - ◆ preliminary topographic drawings depicting the basic elevation features of your property
  - ◆ Names and locations of all public or private roads
  - ◆ Location of all Easements
  - ◆ Show access from the County Road to the building area include the driveway length and width
  - ◆ North Arrow
  - ◆ Scale
- Completed, signed, and notarized Agent Authorization Form (if applicable)
- Required fees per current Unified Fee Schedule.

**Submit all application materials as PDF to [ePermits@co.whatcom.wa.us](mailto:ePermits@co.whatcom.wa.us)**

Note: Per UFS 2843 all permits and applications are subject to a 3% Technology fee. The 3% fee is calculated on the permit/application fees due.

**Property corners, road access point, and building corners MUST BE FLAGGED prior to staff site inspection – (Otherwise additional site inspection fees will be assessed – See current Unified Fee Schedule)**

Your feedback is important to us as we strive to improve our service to you. Please use this link <https://wa-whatcomcounty.civicplus.com/FormCenter/Planning-Development-Services-9/PDS-Customer-Survey-107> to complete a Customer Survey.



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For Administration Use

Permit#(s) _____ _____ _____	Date Stamp <div style="border: 1px solid black; width: 100%; height: 100%;"></div>
Received by: _____	
Date Paid: _____ Total Fees: _____	
Reviews: <input type="checkbox"/> CA Wetland/HCA <input type="checkbox"/> CA Geo Hazards <input type="checkbox"/> Flood <input type="checkbox"/> Watershed <input type="checkbox"/> Fire <input type="checkbox"/> Zoning	

**Agent/Contact Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Fax # ( ) \_\_\_\_\_ Email \_\_\_\_\_

**Property Owner Name** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Fax # ( ) \_\_\_\_\_ Email \_\_\_\_\_

### Property Information

Site address \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_

Property Access Info (if needed): \_\_\_\_\_

Gate Code \_\_\_\_\_  Notify Owner Prior to Access

Parcel size: \_\_\_\_\_ in acres/square footage  
(If less than an acre please provide square footage)

Zoning: \_\_\_\_\_

Watershed District:

Lake Whatcom  Lake Samish  Lake Padden  Birch Bay  Drayton Harbor

NPDES Phase II  Other \_\_\_\_\_

Do you own any contiguous property, joining property or have control of joining property?

If yes, please provide parcel numbers

\_\_\_\_\_

Proposed water source for development:  No Water Source Required/Existing Service

Well  Water Association  Water District  Surface Water  Rain Water

Name of Water Purveyor (if applicable): \_\_\_\_\_

### Project Description

Include description of all proposed work for this application:

(include full project concept –attach additional pages if needed)

Select all that apply to this application from the following:

- Detached Structure
- Driveway
- Landscaping
- On Site Septic / Drainfield
- Parking
- Single Family Residence
- Well

### Property Physical Site Characteristics (Included on the Site Plan)

Check all characteristics that apply on and within 300 feet of the entire parcel.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Streams                                 | <input type="checkbox"/> Ponds and lakes          | <input type="checkbox"/> Forested areas             |
| <input type="checkbox"/> Drainage ditches                        | <input type="checkbox"/> Steep slopes             | <input type="checkbox"/> Brush / scrub              |
| <input type="checkbox"/> Frequently flooded areas                | <input type="checkbox"/> Landslide areas          | <input type="checkbox"/> Pasture, lawn, landscaping |
| <input type="checkbox"/> Wetlands/seasonally wet/<br>soggy areas | <input type="checkbox"/> Existing developed areas | <input type="checkbox"/> Wildlife features          |

**Disclaimer**

The permittee verifies, acknowledges and agrees by their signature that:

- 1) If this permit is for installation of a dwelling, the dwelling is/will be served by potable water;
- 2) The property owner is the owner of this Whatcom County Permit;
- 3) The signatory is the property owner or someone who has permission to represent the property owner in this transaction;
- 4) All construction is to be done in accordance with Whatcom County codes or ordinances-*referenced codes and ordinances are available for review from Whatcom County Planning and Development Services*;
- 5) This Whatcom County Permit does not permit or approve any violation of federal, state or local laws, codes or ordinances;
- 6) Submission of plans or additional information and subsequent approval may be required before this application can be processed;
- 7) Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment (or guarantee payment on behalf of the client I am representing, noted on the Agent Authorization Form) of the fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule, including the Application of Fees from Different UFS Schedule Policy PL1-74-003Z, and agree to be bound personally as a principal and not as a surety. I recognize my personal guarantee is part of the consideration for review of the application.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Owner or Agent Signature

\_\_\_\_\_  
Date