



**Major Project Permit
Master Land Use Application**

Files: _____

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"/> Long Subdivision | <input type="checkbox"/> Zoning Conditional Use |
| <input type="checkbox"/> Major Project Permit | <input type="checkbox"/> Zoning Variance |
| <input type="checkbox"/> Planned Unit Development | |

Applicant

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Property Owner(s)

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Agent/Contact Person

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Surveyor

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ 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: _____

NOTE: Fees will be assessed in accordance with the Whatcom County Unified Fee Schedule (UFS) in effect at the time of application submittal. Please contact Planning and Development Services to determine project specific fees. Click [here](#) to see the 2019/2020 UFS.

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

Receipt #: _____ Date Paid: _____ Total Fees: _____

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.

Signature of Applicant

Date

Signature of Applicant

Date



Major Project Permit Application Criteria

The following items must be included within the proposed master plan application per WCC 20.88.205:

(1) General statement – a narrative description that in general terms identifies the purpose and intended use(s) for the site.

(2) Conceptual site development plan – showing to the appropriate level of detail, buildings and other structures, existing mature trees and landscaping, the pedestrian and vehicle circulation system, parking areas, open space and critical areas, buffers, and other required items. This information must cover the following:

(a) All existing improvements that will remain after the development of the proposed site;

(b) All improvements planned in conjunction with the proposed use;

(c) Conceptual plans for possible future uses; and

(d) General locations of usable open space, any land proposed to be dedicated for open space; pedestrian and transit connection between the site and public or private streets serving the development and connecting to off-site open space; internal circulation (both auto and pedestrian), location of proposed gates and fencing.

(3) Land Use. The master plan must include proposed functions, uses and boundaries of uses by phase. The description must include information as to the general amount and type of functions of the use, hours of operation and the approximate number of members, employees, visitors and special events. For projects which include residential units, proposed minimum and maximum floor area densities, number of units and building heights must be indicated. For office/commercial and light impact industrial projects, minimum and maximum floor area ratios must be indicated.

(4) Phasing Plan. The master plan must include the proposed development phases, probable sequence for proposed developments, estimated dates, and interim uses of the property awaiting development. In addition, the plan should address any proposed temporary uses or location of uses during construction periods.

(5) Circulation, Transportation and Parking. The master plan must include but is not limited to projections by phase of traffic impacts, probable safety concerns, internal circulation layout, parking requirements, ingress/egress locations and proposed road standards for each phase. Specific requirements for transportation and parking include:

(a) The expected number of trips (peak daily), an analysis of the impact of those trips on the adjacent street system, and proposed mitigation measures to limit any projected negative impacts. Mitigation measures may include improvements to the street system or specific programs to reduce traffic impacts such as encouraging the use of public transit, carpools, vanpools, and other alternatives to single-occupancy vehicles.

(b) Projected peak parking demand, an analysis of this demand compared to proposed on-site and off-site supply, potential impacts to the no-street parking system and adjacent land uses, and mitigation measures.

(6) Utilities. The master plan must include evidence of service availability from primary service providers (water, sewer, power, cable, natural gas, telephone) and address stormwater drainage management both on and off-site.

(7) Environment. The master plan must identify critical areas as defined in Chapter [16.16](#) WCC and areas of special concern as defined by WCC [24.05.230](#). Mitigating measures for all environmental impacts identified by the applicant through a SEPA checklist, or EIS process and/or identified by agency staff, including but not limited to special development standards, modification of site layout, dedicated open space and mitigation replacement areas must be identified. Identification of any hazardous wastes anticipated, special handling techniques and/or site designs required for containment must also be addressed. If an EIS is required, the EIS and master plan may, upon approval by the director, be combined into a joint document.

(8) Development Standards. The master plan may propose standards that will control development of the possible future uses that are in addition to, or substitute for, requirements of this chapter. These may be such things as height limits, setbacks, frontage, landscaping requirements, parking requirements, signage, view corridors or facade treatments. Proposed standards that do not meet the minimum county standards must obtain the appropriate variance prior to county approval of the proposed standards. If the proposed design standards will apply to property located partially or totally within an urban growth area, concurrence of the affected city will be required.

To demonstrate that your proposal complies with the applicable major project permit requirements (WCC20.88.130) please address the following criteria:

The major project permit shall be issued by the county council when the applicant has established that the proposed major development:

(1) Will comply with the development standards and performance standards of the zone in which the proposed major development will be located; provided where a proposed major development has obtained a variance from the development and performance standards, standards as varied shall be applied to that project for the purposes of this act.

(2) Where the project is conditionally permitted in the zone in which it is located, the project must satisfy the standards for the issuance of a conditional use permit for the zone in which the project is located.

(3) Will be consistent with applicable laws and regulations.

(4) Will not substantially interfere with the operation of existing uses.

(5) Will be served by, or will be provided with essential utilities, facilities and services necessary to its operation, such as roads, drainage facilities, electricity, water supply, sewage disposal facilities, and police and fire protection. Standards for such utilities, facilities and services shall be those currently accepted by the state of Washington, Whatcom County, or the appropriate agency or division thereof.

(6) Will not impose uncompensated requirements for public expenditures for additional utilities, facilities and services, and will not impose uncompensated costs on other property owned.

(7) Will be appropriately responsive to any EIS prepared for the project.



Major Project Permit Application Intake Checklist

The following requirements for a fully completed application and any other information must be provided in order to initiate a review for a Determination of Completeness.

Applicant Checklist		PDS Checklist
	1. Written and Other Data and Fees <u>Eleven (11) sets</u> of the required information (listed below) shall be submitted. The Administrator may require the applicant to submit the information in an electronic format, and may reduce the number of required sets if provided in an alternative format	
<input type="checkbox"/>	a) Completed application form	<input type="checkbox"/>
<input type="checkbox"/>	b) Name, address and phone number of owner(s), applicant, and contact person	<input type="checkbox"/>
<input type="checkbox"/>	c) Names, addresses and telephone numbers of the involved engineers, surveyors, and consultants	<input type="checkbox"/>
<input type="checkbox"/>	d) Intended uses	<input type="checkbox"/>
<input type="checkbox"/>	e) List of variances and waivers requested	<input type="checkbox"/>
<input type="checkbox"/>	f) Names and addresses of all persons, firms, and corporations holding legal interests in the land, such as easements, of which the applicant has knowledge	<input type="checkbox"/>
<input type="checkbox"/>	g) Assessor's parcel number (of the parent parcel)	<input type="checkbox"/>
<input type="checkbox"/>	h) List of names and addresses of owners of property within 300' of site's boundaries (based on the latest assessor's equalized tax roll) when within an urban growth area, or within 1,000 feet of site's boundaries when outside an urban growth area, together with corresponding parcel numbers and assessor's parcel map	<input type="checkbox"/>
<input type="checkbox"/>	i) Proposed covenants, conditions, and restrictions (CC&Rs)	<input type="checkbox"/>
<input type="checkbox"/>	j) SEPA Checklist	<input type="checkbox"/>
<input type="checkbox"/>	k) Preliminary Stormwater Proposal form	<input type="checkbox"/>
<input type="checkbox"/>	l) Preliminary Traffic & Concurrency Information form	<input type="checkbox"/>
<input type="checkbox"/>	m) Land Disturbance Permit	<input type="checkbox"/>
<input type="checkbox"/>	n) Proposed utilities	<input type="checkbox"/>
<input type="checkbox"/>	o) Critical area and soil reports, as specified in the applicable development standards. All reports shall be certified by qualified professionals experienced in the applicable field of science.	<input type="checkbox"/>

<input type="checkbox"/>	p) Fees as specified in the Unified Fee Schedule	<input type="checkbox"/>
	2. Map Data	
<input type="checkbox"/>	a) Applicable map size is 24" x 24" to 24" x 36"	<input type="checkbox"/>
<input type="checkbox"/>	b) Date of revisions, if any	<input type="checkbox"/>
<input type="checkbox"/>	c) Name of owner	<input type="checkbox"/>
<input type="checkbox"/>	d) Name, address, and telephone number of the surveyor or consultant preparing the map proposal	<input type="checkbox"/>
<input type="checkbox"/>	e) Name of proposed land division	<input type="checkbox"/>
<input type="checkbox"/>	f) Names or numbers of any adjacent divisions	<input type="checkbox"/>
<input type="checkbox"/>	g) General layout of proposal	<input type="checkbox"/>
<input type="checkbox"/>	h) Approximate locations of existing utilities, infrastructure, roads, drainage and rights-of-way within 300' of the boundary of the proposed land division	<input type="checkbox"/>
<input type="checkbox"/>	i) Vicinity map at a scale not less than 1" = 2,000'	<input type="checkbox"/>
<input type="checkbox"/>	j) Common engineering scale (1"=100' or larger), sheet numbers, and north arrow	<input type="checkbox"/>
<input type="checkbox"/>	k) Section, township, range, municipal and county lines in the vicinity	<input type="checkbox"/>
<input type="checkbox"/>	l) Location of monuments and fences located by any boundary survey and the date of the survey	<input type="checkbox"/>
<input type="checkbox"/>	m) General boundaries of the site with general dimensions shown, perimeter boundary marked with a bold line	<input type="checkbox"/>
<input type="checkbox"/>	n) Legal description of the land being subdivided	<input type="checkbox"/>
<input type="checkbox"/>	o) Proposed access (including proposed improvements to on-site and off-site roadways)	<input type="checkbox"/>
<input type="checkbox"/>	p) Other proposed on-site or off-site utilities and facilities	<input type="checkbox"/>
<input type="checkbox"/>	q) The location and widths of all proposed roads, rights-of-way, and easements.	<input type="checkbox"/>
<input type="checkbox"/>	r) When appropriate, location of natural features, including bodies of water, natural drainage areas, regulated watershed boundaries, critical areas, and buffers	<input type="checkbox"/>
<input type="checkbox"/>	s) Location of buildings, and parking on-site or contiguous to the site	<input type="checkbox"/>
<input type="checkbox"/>	t) General location of existing and proposed facilities, sanitation, and water facilities, easements (where appropriate), landscaping, common areas, and phasing boundaries	<input type="checkbox"/>
<input type="checkbox"/>	u) General plans of proposed water distribution systems, sewage disposal systems, and drainage systems. The plans shall include system location and sizes, sources of water supply, location and size of storage reservoirs, location of drainage outlet, and other major features and shall be certified by a professional engineer.	<input type="checkbox"/>
<input type="checkbox"/>	v) Layout of proposed alleys, walkways, bicycle paths, and parcels to be dedicated or reserved for school, park, playground, well site or other use	<input type="checkbox"/>
<input type="checkbox"/>	w) Location of critical areas, shorelines and base flood elevation, where applicable	<input type="checkbox"/>

	3. Additional Information	
<input type="checkbox"/>	a) Title report	<input type="checkbox"/>
<input type="checkbox"/>	b) Written narrative of how the proposal will meet development and/or level of service standards for: i. Water supply	<input type="checkbox"/>
<input type="checkbox"/>	ii. Sewage disposal	<input type="checkbox"/>
<input type="checkbox"/>	iii. Fire protection service	<input type="checkbox"/>
<input type="checkbox"/>	iv. Public school system	<input type="checkbox"/>
<input type="checkbox"/>	c) Project areas	<input type="checkbox"/>
<input type="checkbox"/>	d) Area in lots, square feet, and percentage of total	<input type="checkbox"/>
<input type="checkbox"/>	e) Zoning designations and zone density	<input type="checkbox"/>
<input type="checkbox"/>	f) Area of streets, area in right-of-way, and percentage of total	<input type="checkbox"/>
<input type="checkbox"/>	g) Area of parks, open space, and percentage of total	<input type="checkbox"/>
<input type="checkbox"/>	h) Area of impervious surface proposed	<input type="checkbox"/>
<input type="checkbox"/>	i) Soil types and classifications	<input type="checkbox"/>
<input type="checkbox"/>	j) Utility service types and name of provider	<input type="checkbox"/>
<input type="checkbox"/>	k) School and fire district	<input type="checkbox"/>
<input type="checkbox"/>	l) Boundary survey, prepared and certified by a professional land surveyor	<input type="checkbox"/>
<input type="checkbox"/>	m) Additional reports as required at the pre-application meeting, prepared by qualified professionals, including but not limited to:	<input type="checkbox"/>
<input type="checkbox"/>	i. Traffic impact analysis and concurrency study	<input type="checkbox"/>
<input type="checkbox"/>	ii. Stormwater design report	<input type="checkbox"/>
<input type="checkbox"/>	iii. Soils and/or geological report	<input type="checkbox"/>
<input type="checkbox"/>	iv. Wetlands delineation and/or critical areas assessment report	<input type="checkbox"/>
<input type="checkbox"/>	v. Soil testing results for pesticides for subdivisions on land historically used for raising row crops	<input type="checkbox"/>
<input type="checkbox"/>	n) Topographic map of sufficient contour interval, acceptable to the County Engineer or Subdivision Administrator, to show the topography of the land to be subdivided	<input type="checkbox"/>



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

Date

Signature of Owner

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: ____/____/_____



Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form and have it notarized, which will provide authorization for a designated agent to apply for permits on your behalf.

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, and that any fees associated with submitted applications are due to me and not to the said agent. I also understand that once an application has been submitted that all future correspondence will be directed to the agent.

Property Address

Parcel Number

Property Owner Printed Name

Property Owner Printed Name

Property Owner Signature

Property Owner Signature

Date

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 Public Signature

Notary Public Printed Name

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: ____/____/____

Application received by _____

Date _____