



Variance Application

Intake Checklist

Applicant Checklist		PDS Checklist
<input type="checkbox"/>	Completed and signed Variance Application	<input type="checkbox"/>
<input type="checkbox"/>	Completed, signed and notarized Fee Responsibility form	<input type="checkbox"/>
<input type="checkbox"/>	Completed, signed and notarized Agent Authorization form (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Copy of the recorded deed for the property (available from Auditor's office or title company)	<input type="checkbox"/>
<input type="checkbox"/>	Copy of any easement agreement(s) (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	<p>Site plan, drawn to a scale of one inch equals 20 feet for sites that are less than 5 acres and one inch equals 40 feet for sites of 5 acres or more, which depicts at a minimum all of the following:</p> <ul style="list-style-type: none"> ◆ Name and address of property owner ◆ Site address and parcel number ◆ Property lines, easements, and site dimensions ◆ Location, width and length of driveways (show 35 foot turning radius for emergency vehicles) ◆ Dimensions of the property drawn to scale ◆ Location of any wetlands and critical habitat areas if known ◆ Location, setbacks and dimension of all structures on the site ◆ Location of septic tank/drain field, and well or utility lines ◆ Location and dimensions of all parking areas ◆ Names and locations of all public or private roads ◆ North Arrow and scale <p>Distance from any structures to the Ordinary High Water Mark (OHWM) of any creeks, streams, rivers or lakes – if applicable</p>	<input type="checkbox"/>
<input type="checkbox"/>	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)	<input type="checkbox"/>
<input type="checkbox"/>	Mailing labels formatted for Avery 5960 labels for each of the above property owners (pdf format). No pre-stamped envelopes.	<input type="checkbox"/>
<input type="checkbox"/>	Completed and signed Preliminary Traffic & Concurrency Information form	<input type="checkbox"/>
<input type="checkbox"/>	Completed and signed Preliminary Stormwater Proposal form	<input type="checkbox"/>
<input type="checkbox"/>	Completed and signed Revocable Encroachment Permit form	<input type="checkbox"/>

<input type="checkbox"/>	<p>Applicable Fees – Once the application has been received a planner will be assigned and you will be contacted with the project number and applicable fees. You can pay for your permit by the following options:</p> <ul style="list-style-type: none"> • Credit or Debit Card. Call 360-778-5900 to arrange payment. (there is a 2.35% transaction fee on credit cards, \$1.00 for debit cards.) Please have your permit number ready for the cashier. • Mail a check payable to Whatcom County Planning to 5280 Northwest Drive, Bellingham WA 98226. (please include your permit number on the check) 	<input type="checkbox"/>
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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 current UFS.

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



Variance Application

Case#(s) _____

Project Name: _____

Applicant

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Property Owner

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Authorized Agent

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Property interest of the applicant Owner Purchaser Lessee Other _____

Parcel Information

Tax Parcel Number(s) (APN) _____

Site Address _____

Parcel size _____

Urban Growth Area Yes No

Shorelines Yes No

Flood Zone Yes No

Watershed Yes No

Water source Well District/Association _____

Sewage Disposal Septic Sewer _____

Building Footprint Area (Square feet):

Existing _____ Proposed _____ Total sq. ft. _____

Neighboring Uses:

North _____

South _____

East _____

West _____

Describe Existing Development on Proposed Site:

Proposal Description (Be specific):

To demonstrate that your proposal complies with the applicable criteria [WCC 22.05.024(4)(a)(b)(c)], please answer the following questions as completely as possible:

1. A zoning variance is requested in order to:

A) Reduce the minimum setback (s) as follows:

Front from _____ feet to _____ feet

Side from _____ feet to _____ feet

Rear from _____ feet to _____ feet

Flanking from _____ feet to _____ feet

B) Increase the maximum building height from _____ feet to _____ feet

C) Increase the maximum lot coverage from _____ percent to _____ percent

D) Other:

2. This variance is needed to accommodate the construction of:

3. Describe the circumstances that apply to your property, such as size, shape, topography, location or surroundings, which make it difficult or impossible to meet the standard requirements of the ordinance.

Explain:

4. Are such circumstances common to other properties in your area? Yes No

5. Describe how a strict application of the ordinance causes a hardship and deprives your property of rights and privileges enjoyed by other properties in the vicinity and within the same zoning classification.

Explain:

6. Would granting of the requested variance be materially detrimental to the public welfare or injurious to the property improvements in the vicinity?

Explain:

7. Is the variance request based on arbitrary convenience, a self-imposed hardship or financial consideration?

Explain:

Signature of Applicant

Date

Signature of Applicant

Date

WHATCOM COUNTY
Planning & Development Services
5280 Northwest Drive,
Bellingham, WA 98226-9013
360-778-5900, TTY 800-833-6384
360-778-5901 Fax



Mark Personius, AICP
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

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: ____/____/____

WHATCOM COUNTY

Planning & Development Services
5280 Northwest Drive,
Bellingham, WA 98226-9097
360-778-5900, TTY 800-833-6384
360-778-5901 Fax



Mark Personius, AICP
Director

**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 mailing labels formatted for Avery 5960 (pdf format) 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 _____, 20_____ .

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: ____/____/____