

MAILING LIST INSTRUCTIONS

Using the information from the Whatcom County Assessor's Office, applicants must **submit** an accurate mailing list, which includes the name, mailing address, and parcel number of each property owner within 500 feet (100 feet for Home Occupation Applications) of the exterior boundary of the subject property, AND typed mailing labels. Errors in mailing labels may result in process delays and re-notice fees. The following information should provide you with the necessary resources.

Obtain Property Ownership Information from the Whatcom County Assessor's Office

- The Assessor's Office is open Monday –Friday 8:30 – 4:30 and is located on the first floor of the Whatcom County Courthouse, 311 Grand Avenue, Bellingham, 360-676-6790.
- Bring enough information to identify all of the property in the project site, such as tax parcel numbers, legal descriptions, address(es) or boundary on a plat map. Assessor's Office staff can help you find the Assessor's map(s) containing the project parcel(s).
- Utilize the Assessor's map to measure the required ownership notice distance (listed on the application) and record the parcel number for each property within or partially within the required distance of 500 feet (*100 feet for Home Occupation*) from the boundary of the project parcel. If the owner of the project property owns other property within the notice distance but not included in the project site, contact the Planning Division to determine whether the notice radius must be increased.
- Record the property owner's name and mailing address by accessing each parcel number via the computer terminals at the Assessor's Office or through the Internet by accessing the database under "Real Property Search" at www.whatcomcounty.us/assessor/index.jsp. Click on the parcel number in the first data screen to bring up a screen with the owner's full address and zip code. The maps are also available at this site if you wish to check a parcel number.
- If the site is a condominium, include the owner of each unit.

Print addresses on Avery 5160 labels (or in Avery 5160 label format) – Example provided

- Labels must include the address of the:
 - Owner
 - Applicant / Contact for the proposal
 - All property owners with the required 500 foot radius (100 feet for Home Occupation Applications)
 - Bellingham Herald
 - Applicable Mayor's Neighborhood Advisory Commission (MNAC) representative
 - Applicable Neighborhood Association(s) representative.

Alabama Hill	Cordata	Irongate	Roosevelt	South Hill
Barkley	Cornwall Park	King Mountain	Samish	Sunnyland
Birchwood	Edgemoor	Lettered Streets	Sehome	Whatcom Falls
CBD	Fairhaven	Meridian	Silver Beach	WWU
Columbia	Happy Valley	Puget	South	York

- The addresses should fit on one **Avery 5160 label** - format example provided.
- Please **DO NOT**:
 - **Repeat names** on the mailing list. If someone is listed as owning more than one property, only list the owner's name and address once on the mailing list.
 - **Do not list the tax parcel number on the labels**

Submit the notarized Address Information Verification with a copy of the parcel numbers and property owner's name and mailing address information attached.

Contact Planning Division staff at the Permit Center, Bellingham City Hall, 210 Lottie Street (360-778-8300) to determine which neighborhood representatives and associations must be added to your mailing list or to obtain addresses. This information can also be found on the city's website at <http://www.cob.org/documents/planning/applications-forms/nbrhd-media-notification-list.pdf>



Address Information Verification

I / We _____, being duly sworn on oath, hereby certify that I have familiarized myself with the rules and regulations with respect to preparing and filing this application, that the foregoing statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief, and that the list of names and addresses of property owners within 500' of the subject is complete and correct according to the records of the Whatcom Assessor's Office as of _____, 20 __. I understand that if this list does not contain accurate information as listed in the Assessor's Office, this application may be successfully challenged and result in the necessity to reapply.

Signature: _____

Date: _____

Signature: _____

Date: _____

STATE OF WASHINGTON)

) SS

COUNTY OF WHATCOM)

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 200 __.

Signature of Notary Public:

Name Printed

My appointment expires

<p><i>Avery 5160 labels or in Avery 5160 label format</i></p>	<p>Font – Arial, 11</p>	
<p>Property Owner Address City, State, Zip</p>	<p>Applicant Address City, State, Zip</p>	<p>MNAC Representative Address City, State, Zip</p>
<p>Neighborhood Association Rep Address City, State, Zip</p>	<p>Bellingham Herald Community News Department 1155 N. State St. Bellingham, WA 98225</p>	<p>All Property Owners within the specified radius:</p>
<p>First name Last name Address City, State, Zip</p>	<p>First name Last name Address City, State, Zip</p>	<p>First name Last name Address City, State, Zip</p>