



## Administrative Use Permit Revision Request

**Revisions to an approved administrative use permit are allowed pursuant to the following:**

**22.05.028 Administrative approval uses.**

- (5) Revisions. The director may approve revisions to administrative approval use permits; provided, that the proposed changes are within the scope and intent of the original permit. "Within the scope and intent of the original permit" shall mean the following:
- (a) Lot coverage and height may be increased a maximum of 10 percent from the provisions of the original permit; provided, that:
    - (i) Revisions involving new structures not shown on the original site plan shall require a new permit; and
    - (ii) Any revisions shall not exceed height, lot coverage, setback, or any other requirements of the regulations for the area in which the project is located; and
    - (iii) Any revisions shall be reviewed for consistency with the Comprehensive Plan;
  - (b) Landscaping may be added to a project without necessitating an application for a new permit; provided, that the landscaping is consistent with conditions (if any) attached to the original permit and is consistent with the regulations for the area in which the project is located;
  - (c) The use authorized pursuant to the original permit is not changed;
  - (d) No additional over-water construction will be involved for shoreline conditional use permits;
  - (e) No substantial increase in adverse environmental impact will be caused by the project revision. (Ord. 2022-069 § 5 (Exh. E); Ord. 2020-045 § 1 Exh. A).

To apply for a revision to the administrative use permit, please submit one (1) copy of the following:

- Administrative Use Permit Revision Application
- Applicable Fees
- Project Narrative with discussion of proposed revision
- Revised site plan if altering building size or location of uses on approved site plan
- Revised floor area plan if altering buildings on approved site plan

**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.**



**Administrative Use Permit  
Revision Request**

Files #: \_\_\_\_\_

**Applicant**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Site Address: \_\_\_\_\_

Please answer the following questions to the best of your knowledge:

1. What is the nature of this revision? \_\_\_\_\_

2. What condition(s) are being revised (by condition number)? \_\_\_\_\_

3. Will the building height and/or lot coverage increase?  Yes  No

If yes, by what dimensions? \_\_\_\_\_

4. Does this reason require any change in landscaping?  Yes  No

5. Does this revision involve additional or different use of the property than originally approved?  Yes  No

6. Does this revision involve any over water construction?  Yes  No

7. Will there be environmental impacts resulting from this revision?  Yes  No

Traffic: \_\_\_\_\_

New Employees: \_\_\_\_\_

New Health, Fire or Building requirements: \_\_\_\_\_

=====  
**Planning and Development Services**

Approved Date \_\_\_\_\_

Denied Date \_\_\_\_\_

Reason for Denial: \_\_\_\_\_