



# City of Lynden

## Annexation Approval Process

*The following is a brief description of the process. Please see the Annexation Procedures Handout for more detailed description of the annexation process and requirements.*

**Pre-application Meeting**

*Applicant or agent meets with the Technical Review Committee for a “feasibility review” and to discuss fees and time frames for completion of the project.*

**Application Review and Determination of Completeness**

*After submittal, City staff reviews all application materials, makes a determination of completeness, and notifies the applicant of this decision within 14 days of receiving the application that the application is complete or what information is missing.*

**Publication of Legal Notice of Application and Project Proposal**

*City Staff is responsible for publishing a legal notice of application and public hearing on the proposed project. Legal notices of application must be published at least 14 days prior to the public hearing.*

**Certified Mailing to Surrounding Property Owners**

*The proponent is responsible for notifying surrounding property owners within 300 feet of the project proposal. Property owners must be given 14 days written notice by certified or registered mail. In addition to the mailing, three copies of the legal notice must be posted within 300 feet of the project. A notarized affidavit of the postings and receipts for the certified mailings must be turned over to the Planning Department 10 days prior to the hearing date.*

**Technical Review Committee (TRC) Report and Recommendations**

*The TRC is notified of the application and reviews it for compliance with City plans and regulations, coordinates necessary permit reviews and identifies the development’s environmental impacts. The TRC consists of representatives from Fire, Parks, Public Works, Planning, and the Administration Department. The applicant is mailed a copy of the report, and it is also forwarded to the Board of Adjustment as part of the record for the hearing.*

**Public Hearings**

*An annexation is a legislative matter that allows public hearings at both the Planning Commission and City Council. These hearing dates are typically thirty days apart, allowing time for the public to request reconsideration of a recommendation before the matter is forwarded to the City Council. At the conclusion of the hearing process, the Council may pass a resolution declaring their intent to annex the property and direct the staff to send the information forward to the Boundary Review Board.*

**Boundary Review Board**

*The City is required by state law to provide the Whatcom County Boundary Review Board with a notice of intent to annex property. The Boundary Review Board has forty-five days to review the petition and accept public comments on the request. If no review is sought during that time, the notice is accepted and returned to the City Council.*

**Ordinance Adoption**

*After the City is notified that the 45 day comment period has expired without a request for a hearing, the City Council will adopt an ordinance enacting the final annexation.*



# City of Lynden

## *Annexation Application Requirements*

1. *Approval to circulate petition (City Council).*
2. *Completed application form and original signed petition.*
3. *All applicable fees.*
4. *Assessor's records showing the assessed valuation for the property to be annexed. This includes all parcels numbers for the parcels to be annexed..*
5. *An ACCURATE legal description of the property to be annexed. This should include roads on the boundaries of the annexation areas and would preferably be prepared by a land surveyor.*
6. *A narrative explaining the background and reason for the annexation request. This narrative should also address the affect of the proposal on the adjacent areas, mutual economic and social uses and the local government structure of the county and city.*
7. *Information showing the population and territory, population density, land area and land uses, comprehensive plans and zoning for the area.*
8. *A vicinity map designating the area of the annexation together with all significant geographic and topographic features. This includes waterways, drainage corridors, major streets, highways and all units of government (ie., the current city limits). This map should show the surrounding area for at least one mile. If necessary, these items can be shown on a series of maps.*
9. *A Whatcom County Engineer's section map outlining the area of the proposed annexation.*



# City of Lynden

## Annexation Application

**Annexation #** \_\_\_\_\_

### **Property Information**

Application is hereby made for annexation to the City of Lynden of the property described as follows. Please provide a complete legal description, parcel numbers for all parcels involved as well as a common description of the property to be annexed (attach a separate sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The property is \_\_\_\_\_ X \_\_\_\_\_ square feet / acres \_\_\_\_\_

Current Zoning Designation (County): \_\_\_\_\_

City Zoning Designation (Once Annexed) \_\_\_\_\_

### **Application Information**

Applicant Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*\*\*\*\*

By signing this application, I certify that all the information submitted is true and correct.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approval to circulate petition was given on: \_\_\_\_\_

Planning Commission Hearing Date: \_\_\_\_\_ Recommended / Denied

City Council Hearing Date: \_\_\_\_\_ Approved / Denied

Fee's (Annexation Fee's \$150.00 + \$50.00 per parcel) date paid: \_\_\_\_\_ receipt # \_\_\_\_\_

Notice of Intent filed on: \_\_\_\_\_

Boundary Review Board Hearing / Decision: \_\_\_\_\_

Ordinance Approved and Recorded: \_\_\_\_\_