



# City of Lynden

## Conditional Use Approval Process

- ❑ **Pre-application Meeting (MANDATORY)**  
*Applicant or agent meets with the Technical Review Committee for a “feasibility review” and to discuss fees, time frames for completion of the project, and early issues with the project.*
- ❑ **Application Review and Determination of Completeness**  
*City staff reviews all application materials, makes a determination of completeness, and notifies the applicant 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 or applicant is responsible for notifying surrounding property owners within 300 feet of the project proposal. Property owners must be given at least 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 at least 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 Planning Commission as part of the record for the hearing.*
- ❑ **SEPA Determination and Publication of Legal Notice (if applicable)**  
*All development permits require a SEPA checklist, except short plats and other projects exempted by WAC 197-11 and LMC 16.05.070. City Staff will be able to advise whether or not this is required for your project.*
- ❑ **Public Hearing at Planning Commission**  
*The Planning Commission makes its recommendation for approval or denial after reviewing and considering the project application materials, the TRC report, and any written or oral testimony in reference to the request. The Commission then forwards its resolution outlining the decision, its findings, conclusions and recommendations to the City Council for consideration.*
- ❑ **Consideration by City Council**  
*The City Council makes a decision based upon the Planning Commission’s recommendation and the record established at the Planning Commission hearing. Their decision can be made by motion, resolution or ordinance as appropriate. The Council may also issue Findings of Facts and Conclusions of Law, outlining their decision.*
- ❑ **Publication of Legal Notice of Decision**  
*City staff is responsible for publishing a legal notice of final decision on the project. This legal notice, along with a copy of the Planning Commission resolution is mailed to the applicant, specifying any conditions of the decision.*



# City of Lynden

## *Conditional Use Application Requirements*

1. *Completed application form for conditional use permit request.*
2. *All applicable fees.*
3. *Project drawings showing the following:*
  - building / site elevations of the proposed project*
  - floor plans (if applicable)*
  - landscaping plans (if applicable)*
4. *Property site map showing the following:*
  - property dimensions and size*
  - street and alley dimensions*
  - footprint and dimensions of existing buildings*
  - setbacks to existing buildings*
  - other existing physical features*
  - north point and scale*
5. *Area map showing the following:*
  - adjacent properties*
  - zoning of adjacent properties if different than site zoning*
  - nearby structures and buildings*
  - streets/highways*
  - watercourses*
  - easements*
6. *Legal description of the property.*
7. *Names and addresses of all persons, firms and corporations holding interest in the property.*
8. *Written explanation of why the applicant meets the criteria listed in Chapter 19.49.020 (A) and (C). This should include any additional information necessary to provide proof that the criteria have been met.*
9. *Critical Areas Ordinance Checklist.*



# City of Lynden

## Conditional Use Permit Application

### General Information:

#### Property Owner

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

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

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

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

#### Applicant (Agent, Land Surveyor or Engineer)

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

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

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

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

Who is the primary contact for this project? This person will receive all official correspondence for the project. Property owner  Applicant

#### Property Information

Project Location (street address / block range): \_\_\_\_\_

Legal Description (attach if necessary): \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_ Zoning Designation: \_\_\_\_\_

Parcel Square Footage: \_\_\_\_\_ Property Dimensions: \_\_\_\_\_

Applicable Sub-Area: \_\_\_\_\_ Building/Structure Size: \_\_\_\_\_

Height of Structure: \_\_\_\_\_ Addition Size: \_\_\_\_\_

#### Please describe request in detail:

CUP Criteria must be attached

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BY SIGNING THIS APPLICATION, I CERTIFY THAT ALL THE INFORMATION SUBMITTED IS TRUE AND CORRECT. I ALSO UNDERSTAND THAT NO FINAL APPROVAL WILL BE ISSUED UNTIL ALL FINAL REVIEW COSTS ARE PAID IN FULL.

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

PRE-APPLICATION MEETING DATE: \_\_\_\_\_ HEARING DATE: \_\_\_\_\_

(APPLICATIONS WILL NOT BE ACCEPTED WITHOUT A PRE-APPLICATION MEETING)

FEE'S (CONDITIONAL USE PERMIT \$350.00 BASE FEE OR FINAL REVIEW COST) DATE PAID: \_\_\_\_\_ RECEIPT # \_\_\_\_\_