



City of Lynden

Long Plat 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 of the application 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**
All development permits require a SEPA checklist, except short plats and other projects exempted by WAC 197-11 and LMC 16.05.070. Final SEPA determinations cannot be made until the required 14 day comment period on the application has expired. Also, a second certified mailing stating the SEPA determination and public hearing date must be sent to surrounding property owners.
- 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. The Council may 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

Long Plat Application Requirements

1. *Completed long plat application form.*
2. *All applicable fees.*
3. *Plot plan showing the following: (prepared by a licensed Land Surveyor)*
 - Plat name*
 - north point and scale, datum and bench marks*
 - footprint and dimensions of existing/proposed buildings (including setbacks to existing buildings).*
 - proposed street/alley/easement dimensions, include typical cross-sections*
 - proposed utility extensions*
 - proposed number of residential lots (if using lot averaging provisions, you must provide average lot size calculations).*
 - proposed sanitary, stormwater and water system plans with points of connection*
 - utilities on and adjacent to tract, including location, size, and invert elevation of sanitary, storm*
 - location of gas lines, fire hydrants, electric and telephone lines and street lights*
 - other existing physical features*
4. *Area map showing the following:*
 - adjacent properties*
 - zoning of adjacent properties if different than site zoning*
 - topographical data as per Chapter 18.16*
 - watercourses*
 - easements*
 - parks, playgrounds, or other public uses (if any)*
5. *Legal description of the property.*
6. *Title and Certificates including names and addresses of all persons, firms, and corporations holding interest in the property.*
7. *SEPA checklist*
8. *Critical Areas Ordinance Checklist.*
9. *Traffic Impact Checklist*



City of Lynden

Long Plat 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): _____

Attach complete legal description

Description of Subdivision:

Current Property Size: _____ X _____ Total Acreage: _____

Zoning Classification: _____ Number of New Lots: _____

Minimum Lot Size: _____ Area of ROW in SF: _____

Area of drainage facility in SF (if not included as part of a lot or within the ROW): _____

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

Applicant's Signature: _____ **Date:** _____

PRE-APPLICATION MEETING DATE: _____ HEARING DATE: _____

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

FEE'S (LONG PLAT - PRELIMINARY \$300.00 + \$100.00 PER LOT) DATE PAID: _____ RECEIPT # _____

FEE'S (LONG PLAT - FINAL \$50.00 PER LOT) DATE PAID: _____ RECEIPT # _____



City of Lynden

Critical Areas Checklist

SECTION: _____ **TOWNSHIP:** _____ **RANGE:** _____ **PARCEL NUMBER:** _____

Site Address: _____

Proposed Uses: _____

Please answer the following questions concerning Critical Area indicators *located on or within 200-feet of the project area:*

- a. Are you aware of any environmental documentation that has been prepared related to critical areas that includes the subject area? (If yes, please attach a list of document titles).
 Yes No Unknown
- b. Are there any surface waters (including year-round and seasonal streams, lakes, ponds, swamps)?
 Yes No Unknown
- c. Is there vegetation that is associated with wetlands?
 Yes No Unknown
- d. Have any wetlands been identified?
 Yes No Unknown
- e. Are there areas where the ground is consistently inundated or saturated with water?
 Yes No Unknown
- f. Are there any State or Federally listed sensitive, endangered, or threatened species and habitats?
 Yes No Unknown
- g. Are there slopes of 15% or greater?
 Yes No Unknown
- h. Is the project located within a Flood Hazard Zone?
 Yes No Unknown
- i. Do you know of any landslide hazard areas?
 Yes No Unknown

I grant permission to the field inspector to enter the building site to determine the presence or absence of critical areas.

I understand that if the information on this form is later determined to be incorrect, the project or activity may be subject to conditions or denial as necessary to meet the requirements of Chapter 16.16 of the Lynden Critical Areas Ordinance.

Applicant's Signature

Date