



City of Lynden

Lot Line Adjustment 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*

Because lot line adjustments are approved administratively, City Staff reviews all application materials and makes a determination of completeness. Once it has been established that the application is complete and all necessary materials have been submitted, Staff reviews the lot line adjustment to ensure it will not:

- 1. create a new lot, tract, parcel, site or division.*
- 2. leave any building on affected lots in violation of the zoning ordinance after the adjustment,*
- 3. create a lot of substandard size, or*
- 4. create a lot which would otherwise violate the zoning ordinance. (LMC 17.01.030)*
- 5. no lot is created or modified that diminishes the availability of city utilities or is in violation of the City’s adopted Development Standards.*

☐ *Final Approval of Lot Line Adjustment*

Once City Staff has determined that the proposed lot line adjustment conforms to the criteria outlined in the Lynden Municipal Code and approves it, the applicant prepares mylars showing the adjusted lots. Mylars are signed by the Planning Director, and the applicant records the document with the Whatcom County Auditor and returns one copy of the recorded mylar to the City.



City of Lynden

Lot Line Adjustment Application Requirements

1. *Completed lot line adjustment application form.*
2. *All applicable fees.*
3. *Map prepared by registered land surveyor (showing the following):*
 - lot dimensions and sizes*
 - existing and proposed property lines*
 - setbacks to adjusted lot line(s)*
 - footprint and dimensions of existing buildings*
 - other existing physical features*
 - north point and scale*
4. *Lot closures.*
5. *Legal descriptions of the property.*
 - current legal description*
 - adjusted legal description(s)*
6. *Names and addresses of all persons, firms and corporations holding interest in the property.*
7. *Critical Areas Ordinance Checklist.*



City of Lynden

Lot Line Adjustment 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

Current Property Information

Project Location (street address / block range): _____

Legal Description: (attach if necessary)

Property Dimensions: _____ X _____ Square Footage _____

Zoning Designation: _____

Adjusted Property Information

Adjusted Legal Description: (attach if necessary)

Adjusted Property Dimensions: _____ X _____ New Square Footage _____

Number of Lots Affected: _____

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 (LLA \$100.00 + \$50.00 PER LOT) DATE PAID: _____ RECEIPT # _____



LLA# _____

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