



## LOT LINE ADJUSTMENT 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**

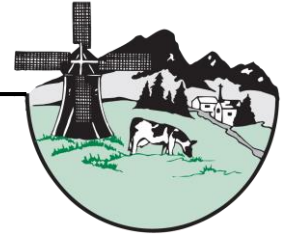
Because lot line adjustments are approved administratively, City Staff reviews all application materials and makes a determination of completeness. Once it has been established that the application is complete and all necessary materials have been submitted, Staff reviews the lot line adjustment to ensure 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 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
8. The submittal of impervious surface calculations

# CITY OF LYNDEN



## LOT LINE ADJUSTMENT APPLICATION

*City of Lynden use only:*

LLA # \_\_\_\_\_ Staff Initials: \_\_\_\_\_

### **Property Owner**

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

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

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

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

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

Telephone 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.

**Submitted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property owner signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property owner printed name** \_\_\_\_\_ **Date:** \_\_\_\_\_

# 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