

❑ Pre-application Meeting (optional)

Applicant or agent meets with the Technical Review Committee for a “feasibility review” and to discuss the specifics of the project.

❑ Application Review and Determination of Completeness

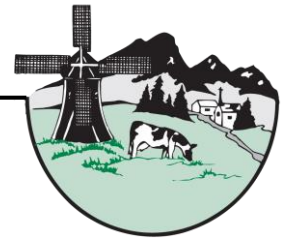
City staff reviews all application materials, determines if the application is complete and notifies the applicant.

❑ Certified Mailing to Surrounding Property Owners (if applicable)

Depending on the size of the project, the proponent 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. City staff can advise you on whether this will be a requirement for your project.

❑ Consideration by Design Review Board

The proponent will have an opportunity to present their plans at a Design Review Board meeting. After reviewing all application materials and considering any written or oral testimony given in reference to the request, the Board will make its decision and offer their recommendations. A letter outlining this decision and any conditions the Board has placed on the design is sent to the proponent.



DESIGN REVIEW APPROVAL REQUIREMENTS

1. Completed application form for design review
2. Project drawings showing the following:
 - building / site elevations of the proposed project
 - floor plan
3. 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
4. Area map showing the following:
 - adjacent properties
 - nearby structures and buildings (include photos)
 - streets/highways
 - watercourses
 - easements
5. Full Legal Description
6. Landscape Plan
7. Site Lighting Plan
8. Material and Color Samples (please make available for presentation at the Design Review Meeting)
9. Critical Areas Ordinance Checklist
10. 6 Color copies of completed application and project drawings

CITY OF LYNDEN



DESIGN REVIEW PROJECT APPLICATION

City of Lynden use only:
DRB # _____ **Staff Initials:** _____

Applicant / Owner

Name: _____

Address: _____

Telephone Number: _____ E-mail Address: _____

Designer / Architect / Contractor

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.

Applicant / Owner Designer / Architect / Contractor

Project Location

Site Address: _____

Zoning Designation: _____

Project Information

Commercial New Construction Multi-Family Remodel

Building Square Footage: _____ Building Height: _____

Materials Proposed:

Masonry: _____ Color: _____

Siding: _____ Color: _____

Roofing: _____ Color: _____

Lighting Type: _____ Parking requirements: _____

Landscape Plan Attached (Required):

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