



- 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 and must be published for two consecutive weeks.
- 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**
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 this is required for your project.
- Public Hearing at Planning Commission**
The Planning Commission makes its decision 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.
- Planning Commission Approval**
The Planning Department prepares a resolution outlining the decision, its findings, and conclusions and brings it forward to the Planning Commission for approval at their next meeting. The Planning Commission makes the final decision on this request for a shoreline permit.
- 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



SHORELINE VARIANCE APPLICATION REQUIREMENTS

1. Completed application form for a shoreline substantial development 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 (property and/or riparian)
4. Project diagram showing the following:
 - site boundary
 - property dimensions
 - OHWM (ordinary highwater mark)
 - typical cross section (see application for detailed information)
 - land contours (see application for requirement)
 - dimensions of structures to remain
 - dimensions of proposed structures
 - identify source, composition, and volume of fill material, if applicable
 - identify source, composition and volume of any extracted material & disposal area
 - location of proposed utilities
 - shoreline designation under the City's Master Plan
 - 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 response to the criteria listed in 8.06.01 of the Shoreline Master Program
9. Written narrative of the general nature of improvements and land use within three hundred feet in all directions
10. Critical Areas Ordinance Checklist. Critical Area Review / Report if proposed development is within the associated buffer

CITY OF LYNDEN



SHORELINE VARIANCE PERMIT APPLICATION

City of Lynden use only:

Permit Application # _____

Staff Initials: _____

Property Owner

Name: _____

Address: _____

Telephone Number: _____ E-mail Address: _____

Applicant (Agent, Land Surveyor, Engineer or Other)

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

Property Information

Project Location (street address / block range): _____

Legal Description (attach if necessary): _____

Name of adjacent waterway / wetland area: _____

Size of Property (acres/square footage): _____

Master Plan Environmental Designation: _____

Property Use

Current use of property: _____

Proposed Use, Development and Construction of Property: _____

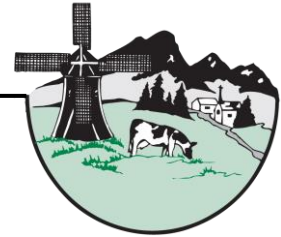
Maximum height of Proposed Structure: _____

Maximum height of Existing Structure: _____

Existing Ground Elevation: _____

Proposed Ground Elevation: _____

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SHORELINE VARIANCE PERMIT APPLICATION CONTINUED

Proposed Setback from ordinary high water mark: _____

Development Involves: Grading _____ Filling _____ Dredging _____

Construction dates (Month and Year) for which permit is requested:

Proposed Start: _____ Proposed Completion: _____

List other permits for which you have applied, or will apply (include name of agency, date of application, application number, disposition):

As per 8.06 of the City of Lynden Shoreline Master Program. The applicant must provide written response to the criteria listed below that would demonstrate, in all instances, that there is an extraordinary or unique circumstance relating to the property such that the strict implementation of the Master Program would impose unnecessary hardships on the applicant or the SMA policies as stated in RCW 90.58.020. (Please attached written response)

- a. That the strict requirements of the bulk, dimensional, or performance standards set forth in the Master Program preclude or significantly interfere with reasonable use of the property not otherwise prohibited by the Master Program.
- b. That the hardship described above (in 1.a) is specifically related to the property and is the result of unique conditions such as irregular lot shape, size, or natural features and the application of the Master Program and not, for example, from deed restrictions or the applicant's own actions.
- c. That the design of the project will be compatible with other authorized uses in the area and with uses planned for the area under the comprehensive plan and this Master Program and will not cause adverse impacts to the shoreline environment.
- d. That the requested variance does not constitute a grant of special privilege not enjoyed by the other properties in the area.
- e. The variance is the minimum necessary to afford relief.
- f. That the public interest will suffer no substantial detrimental effect.

CITY OF LYNDEN

SHORELINE VARIANCE PERMIT
APPLICATION CONTINUED



STATE OF WASHINGTON
S.S.
COUNTY OF WHATCOM

I, _____, being duly sworn, depose and say that I am the applicant for a permit within the shorelines of the City of Lynden, including shoreline conditional use permit and/or variance applications as required, pursuant to the Shorelines Management Act of 1971, and that the above statements, answers and information in the applications therefore are in all respects true and correct to the best of my knowledge and belief.

Signature(s): _____

Property Owner(s): _____

Subscribed and sworn to me this _____ day of _____, 20__

*Notary Public in and for the State of
Washington residing at _____*

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