



City of Lynden

GENERAL BINDING SITE PLAN 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.
- ❑ **Record Contract for General Binding Site Plat**



City of Lynden

GENERAL BINDING SITE PLAN APPLICATION REQUIREMENTS

1. *6 Copies of the Completed General Binding Site Plan application form with the following attachments.*
2. *All applicable fees.*
3. *Title / Plat Certificate*
4. *Binding site plan showing the following: (prepared by a licensed Land Surveyor)*
 - Project name*
 - Name, address, and telephone number of the owner and the professional land surveyor preparing the plan.*
 - North point and scale, datum and bench marks*
 - Topographical data of the site at five foot contour intervals (based on City datum), identification of the existing drainage pattern and any creeks or other drainage.*
 - All existing and proposed rights-of-way which provide primary access to the site, easements, utilities, and other existing and proposed public improvements.*
 - All parcels of land intended to be dedicated or reserved for public use.*
 - The location and dimension of all common areas adjacent to and on the subject site, and a description of the purpose of the common area.*
 - The proposed landscape plan meeting the requirements of Chapter 19.61 of the Lynden Municipal Code.*
 - The map shall include the property in the proposed plan and adjacent lands for a distance of three hundred feet.*
5. *Area map showing the following:*
 - adjacent properties*
 - zoning of adjacent properties if different than site zoning*
 - watercourses*
 - drainage facilities*
 - easements*
6. *Phasing & land Use plan showing the following*
 - Proposed land uses*
 - Proposed buffers*
 - Special building conditions*
7. *Complete legal description of the property.*
8. *SEPA checklist*
9. *Critical Areas Ordinance Checklist.*
10. *Traffic Impact Checklist*



City of Lynden

BINDING SITE PLAN 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): _____

Legal Description (attach if necessary): _____

Description of Project:

Current Property Size: _____ X _____ Total Square Footage: _____

Total Acreage: _____ Zoning Classification: _____

Attach proposed phasing plan with the range of units and approximate number of tenants.

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 (GENERAL BINDING SITE PLAN - PRELIMINARY \$300.00 + \$100.00 PER ACRE) DATE PAID: _____ RECEIPT # _____

FEE'S (SPECIFIC BINDING SITE PLAN - FINAL \$250.00 + \$50.00 PER LOT) DATE PAID: _____ RECEIPT # _____