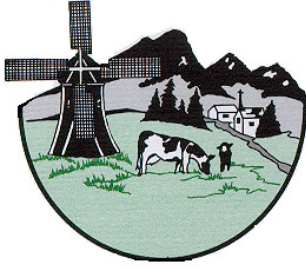


City of Lynden

Comprehensive Plan Amendment 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 the request, 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.
- Publication of Legal Notice of Application and Proposed Request**
 City staff is responsible for publishing a legal notice of application and public hearing on the proposed request. Legal notices of application must be published at least 14 days prior to the public hearing.
- Certified Mailing to Surrounding Property Owners for all map amendments**
 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 or not this is required for your project.
- Public Hearing at Planning Commission (Typically scheduled in September - October)**
 The Planning Commission makes its recommendation for approval or denial after reviewing and considering the amendment 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.
- Public Hearing at City Council (Typically scheduled in November – December)**
 The City Council makes a final decision on the proposed amendment to the Comprehensive Plan. Their decision is made by ordinance and signed by the Mayor. Their decision can be made by motion, resolution or ordinance as appropriate. The Council may also 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 amendment. 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

Comprehensive Plan Amendment Application Requirements

1. *Completed application form for the comprehensive plan amendment request.*
2. *All applicable fees.*
3. *Section of Comprehensive Plan to be amended.*
4. *SEPA Checklist*

For all map amendments please include the following additional information:

5. *Property site map showing the following (for map amendments only):*
 - a. *property dimensions and size*
 - b. *street and alley dimensions*
 - c. *other existing physical features*
 - d. *north point and scale*
 - e. *size and location of all utilities*
6. *Area map showing the following*
 - a. *adjacent properties*
 - b. *zoning of adjacent properties if different than site zoning*
 - c. *nearby structures and buildings*
 - d. *streets/highways*
 - e. *watercourses and critical areas*
 - f. *easements*
7. *Legal description of the property.*
8. *Names and addresses of all persons, firms and corporations holding interest in the property.*
9. *Critical Areas Ordinance Checklist.*



City of Lynden

Comprehensive Plan Amendment Application

I. APPLICANT INFORMATION

Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

II. CHECK THE APPROPRIATE BOXES

Comprehensive Plan Map Amendment

Comprehensive Text Amendment

III. SUMMARIZE THE CHANGES YOU ARE PROPOSING:

IV. FOR MAP AMENDMENTS:

A. Tax Parcel Number(s): _____

Site Address: _____

Total Acreage: _____

Property Owner(s): _____

Mailing Address: _____

City, State & Zip Code: _____

Phone Number: () _____

Please attach additional sheets if more than one parcel is involved

B. Existing Comprehensive Plan Designation:

C. Existing Zoning Designation:

D. Proposed Comprehensive Plan Designation:

E. Proposed Zoning Designation:

F. The present use of the property is:

G. The intended future use of the property is:

H. Surrounding land uses are:

V. *For Text Amendments*

Identify the section(s) of the Comprehensive Plan that you are proposing to amend, and provide the proposed wording (attach additional sheets as needed):

D. Does the proposed amendment promote a more desirable land use pattern for the community as stated in the goals and policies in the comprehensive plan? Are there environmental constraints (such as wetlands, steep slopes, significant stands of trees, etc.) present on the site to such a degree that development of the site is economically or physically unfeasible under the existing land use designation? If so, a description of the qualities of the proposed plan amendment that would make the land use pattern more desirable and/or would result in less environmental impact should be provided in sufficient detail to enable the Planning Commission and City Council to find that the proposed amendment is in the community's long term best interest.

E. What impacts would the proposed amendment to the plan have on the current use of other properties in the vicinity? What measures should be taken to ensure compatibility with the uses of other property in the area?

F. How will the public interest be served by this amendment?

By signing this application, I certify that all the information submitted is true and correct. I also understand that no final approval will be issued until all final review costs are paid in full.

Applicant's Signature: _____ ***Date:*** _____

Pre-application meeting date: _____
(Applications will not be accepted without a pre-application meeting)

Fee's (CPA \$350.00 or Final Review Cost) date paid: _____ *receipt #* _____