



City of Lynden

Rezone 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 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.
- 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. 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 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

Rezone

Application Requirements

1. *Completed application form for the rezone request.*
2. *All applicable fees.*
3. *Property site map showing the following:*
 - property dimensions*
 - street and alley dimensions*
 - footprint and dimensions of existing buildings*
 - setbacks*
 - other existing physical features*
 - north point and scale*
 - topography*
4. *Area map showing the following:*
 - adjacent properties*
 - zoning of adjacent properties*
 - nearby structures and buildings*
 - streets/highways*
 - watercourses*
 - easements*
5. *Project drawings showing the following (if applicable):*
 - building / site elevations of the proposed project*
 - floor plans*
 - landscaping plans*
6. *Legal description of the property.*
7. *Names and addresses of all persons, firms and corporations holding interest in the property.*
8. *SEPA checklist.*
9. *A narrative regarding the background, the reason for seeking the proposed rezone, and the effect of the proposal on adjacent areas.*
10. *A statement explaining changed circumstances in the area since adoption of the current zoning or a mistake in the current zoning.*
11. *A statement explaining how the proposed rezone is consistent with the City's comprehensive plan, applicable sub-area plans, and with protecting the public health, safety, and welfare.*
12. *Critical Areas Ordinance Checklist.*



City of Lynden

Rezone Application

Applicant Information

Name: _____

Address: _____

Telephone Number: _____ **Fax Number:** _____

E-mail Address: _____

Application is hereby made for a rezone as follows:

Type of Rezone Requested:

Current Zoning Designation: _____ Proposed Zoning Designation: _____

Attach narrative explaining the reason for the request / zoning change

Property Information

Address: _____

Legal Description: *(Attach Additional Sheets if Necessary)*

Property Size: _____ X _____

Total Square Footage: _____ **Total Acreage:** _____

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 (RZ \$375.00 or Final Review Cost) date paid: _____ receipt # _____