



# City of Lynden

## **DESIGN REVIEW APPROVAL PROCESS**

***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 or not 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.*



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## ***DESIGN REVIEW APPLICATION 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

DRB # \_\_\_\_\_  
DRB Meeting Date: \_\_\_\_\_

### Applicant / Owner

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

### Designer / Architect / Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Who is the primary contact for this 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 : \_\_\_\_\_

By signing this application, I certify that all the information submitted is true and correct.

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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Design Review Fee (\$100.00) Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Ck# \_\_\_\_\_

Design Review Board Notes: \_\_\_\_\_

Proof of Notification Received: \_\_\_\_\_