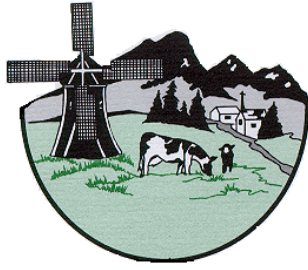




City of Lynden

PRD Contract 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**
 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**
 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.
- City Council Decision**
 The City Council makes a final decision on the proposed amendment to a PRD contract. Their decision is drafted into findings of fact that are recorded as a legal amendment to the original contract.
- 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

PRD Contract Amendment Application Requirements

1. *Completed application form.*
2. *All applicable fees.*
3. *Section of Development Contract to be amended.*
4. *Property site map showing the following:*
 - property dimensions and size*
 - street and alley dimensions*
 - other existing physical features*
 - north point and scale*
5. *Maps to show amendments if they are not just text amendments. This would include the following as necessary to the amendment:*
 - building footprint and dimensions*
 - building elevations*
 - landscaping*
 - circulation plan*
6. *Area map showing the following:*
 - adjacent properties*
 - nearby structures and buildings*
 - streets/highways*
 - watercourses*
 - easements*
7. *Legal description of the property.*
8. *Names and addresses of all persons, firms and corporations holding interest in the property.*
9. *Description of what changes have taken place to justify the amendment.*
10. *Critical Areas Ordinance Checklist.*



City of Lynden

PRD Contract Amendment Application

Applicant Information

Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Section(s) to Amend: (Please include land use maps)

State the changes you are proposing: (Attach additional sheets as necessary)

Please state the reason(s) why the above sections of the development contract should be amended. Please note the potential benefits and the potential negative impacts caused by the amendment: (Please provide a reproducible attachment)

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:** _____

Property Owner's Signature: _____ **Date:** _____

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

Fee's (\$225.00 + Final Review Cost) date paid: _____ receipt # _____