



# City of Lynden

## *Shoreline Substantial Development 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 and must be published for two consecutive weeks.*
- ❑ ***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 decision 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.*
- ❑ ***Planning Commission Approval***  
*The Planning Department prepares a resolution outlining the decision, its findings, and conclusions and brings it forward to the Planning Commission for approval at their next meeting. The Planning Commission makes the final decision on this request for a shoreline permit.*
- ❑ ***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

## *Shoreline Substantial Development Application Requirements*

1. *Completed application form for a shoreline substantial development permit request.*
2. *All applicable fees.*
3. *Project drawings showing the following:*
  - building / site elevations of the proposed project*
  - floor plans (if applicable)*
  - landscaping plans (property and/or riparian)*
4. *Project diagram showing the following:*
  - site boundary*
  - property dimensions*
  - OHWM (ordinary highwater mark)*
  - typical cross section (see application for detailed information)*
  - land contours (see application for requirement)*
  - dimensions of structures to remain*
  - dimensions of proposed structures*
  - identify source, composition, and volume of fill material, if applicable*
  - identify source, composition and volume of any extracted material & disposal area*
  - location of proposed utilities*
  - shoreline designation under the City's Master Plan*
  - north point and scale*
5. *Area map showing the following:*
  - adjacent properties*
  - zoning of adjacent properties if different than site zoning*
  - nearby structures and buildings*
  - streets/highways*
  - watercourses*
  - easements*
6. *Legal description of the property.*
7. *Names and addresses of all persons, firms and corporations holding interest in the property.*
8. *Written narrative of the general nature of improvements and land use within three hundred feet in all directions*
9. *Critical Areas Ordinance Checklist.*



# City of Lynden

## Shoreline Substantial Development Permit Application

Permit Application # \_\_\_\_\_  
Pre-Application Mtg date: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
SSD Fee \$550.00:  
Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

### **General Information:**

#### Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

#### Applicant (Agent, Land Surveyor, Engineer or Other)

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): \_\_\_\_\_

Name of adjacent waterway / wetland area: \_\_\_\_\_

Size of Property (acres/square footage): \_\_\_\_\_

Does this project require a shoreline location? \_\_\_\_\_ Explain: \_\_\_\_\_

Master Plan Environmental Designation: \_\_\_\_\_

**Property Use**

*Current use of property with existing improvements:*

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*Proposed Use, Development and Construction:*

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*Maximum height of Proposed Structure:* \_\_\_\_\_

*Maximum height of Existing Structure:* \_\_\_\_\_

*Existing Ground Elevation:* \_\_\_\_\_

*Proposed Ground Elevation:* \_\_\_\_\_

*Proposed Setback from ordinary high water mark:* \_\_\_\_\_

*Development Involves: Grading \_\_\_\_\_ Filling \_\_\_\_\_ Dredging \_\_\_\_\_*

*Total Cost or fair market value of the development and or construction, whichever is greater:* \_\_\_\_\_

*Construction dates (Month and Year) for which permit is requested:*

*Proposed Start:* \_\_\_\_\_ *: Proposed Completion:* \_\_\_\_\_

*List other permits for which you have applied, or will apply (include name of agency, date of application, application number, disposition):*

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*Describe nature of existing shoreline, type of shoreline, type of beach or bank, material such as sand, mud gravel, mud, clay, or rock, riprap, and extent of bulkheading, if any:*

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*In the event that any of the proposed buildings will exceed a height of thirty-five feet above the average grade, indicated the approximate location and number of units, existing and potential that will have an obstructed view.*

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If the application involves a conditional use or variance, set forth in full that portion of the master program which provides that the proposed use may be a conditional use, or in the case of a variance, from which the variance is sought.

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**Project Diagrams:**

All diagrams must be attached for the application to be considered complete. Maps must be drawn to scale, and scale must be noted on lower right hand corner of map.

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|---|-----------|--------------|
| Site Plan including the following:  | Complete? | Y_____N_____ |
| a. site boundary  |           | Y_____N_____ |
| b. property dimensions  |           | Y_____N_____ |
| c. OHWM   |           | Y_____N_____ |
| d. typical cross section showing the following  |           | Y_____N_____ |
| i. existing ground elevations   |           |              |
| ii. proposed ground elevations  |           |              |
| iii. height of exiting structures   |           |              |
| iv. height of proposed structures   |           |              |
| e. where appropriate, land contours using 5 foot intervals in water area and 10 foot intervals on landward of OHWM if project includes filling or grading or other alteration of contour. |           | Y_____N_____ |
| f. dimensions of structures to remain   |           | Y_____N_____ |
| g. dimensions of proposed structures  |           | Y_____N_____ |
| h. identify source, composition, and volume of fill material, if applicable   |           | Y_____N_____ |
| i. identify source, composition, and volume of any extracted material, and identify proposed disposal area, if applicable   |           | Y_____N_____ |
| j. location of proposed utilities   |           | Y_____N_____ |
| k. shoreline designation under Master Plan  |           | Y_____N_____ |

- |   |           |              |
|---|-----------|--------------|
| Vicinity Map including the following:   | Complete? | Y_____N_____ |
| a. indicate site location using natural |           | Y_____N_____ |

- points of reference.*
- b. *if the development involves the removal of any soils or dredging or otherwise, please identify the proposed disposal sites on the map*  
 Y\_\_\_\_\_N\_\_\_\_\_
- c. *Give brief narrative description of the general*  
 Y\_\_\_\_\_N\_\_\_\_\_ *nature of improvements and land use within one thousand feet in all directions.*

STATE OF WASHINGTON  
 S.S.  
 COUNTY OF WHATCOM

*I, \_\_\_\_\_, being duly sworn, depose and say that I am the applicant for a permit for substantial development in the shorelines of the City of Lynden, including shoreline conditional use permit and/or variance applications as required, pursuant to the Shorelines Management Act of 1971, and that the above statements, answers and information in the applications therefore are in all respects true and correct to the best of my knowledge and belief.*

*Signature(s):* \_\_\_\_\_  
*Property Owner(s)* \_\_\_\_\_

*Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_*

\_\_\_\_\_  
*Notary Public in and for the State of Washington residing at \_\_\_\_\_*



# City of Lynden

## Critical Areas Checklist

SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_ PARCEL NUMBER: \_\_\_\_\_

Site Address: \_\_\_\_\_

Proposed Uses:

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Please answer the following questions concerning Critical Area indicators *located on or within 200-feet of the project area:*

- a. Are you aware of any environmental documentation that has been prepared related to critical areas that includes the subject area? (If yes, please attach a list of document titles).  
 Yes     No     Unknown
- b. Are there any surface waters (including year-round and seasonal streams, lakes, ponds, swamps)?  
 Yes     No     Unknown
- c. Is there vegetation that is associated with wetlands?  
 Yes     No     Unknown
- d. Have any wetlands been identified?  
 Yes     No     Unknown
- e. Are there areas where the ground is consistently inundated or saturated with water?  
 Yes     No     Unknown
- f. Are there any State or Federally listed sensitive, endangered, or threatened species and habitats?  
 Yes     No     Unknown
- g. Are there slopes of 15% or greater?  
 Yes     No     Unknown
- h. Is the project located within a Flood Hazard Zone?  
 Yes     No     Unknown
- i. Do you know of any landslide hazard areas?  
 Yes     No     Unknown

I grant permission to the field inspector to enter the building site to determine the presence or absence of critical areas.

I understand that if the information on this form is later determined to be incorrect, the project or activity may be subject to conditions or denial as necessary to meet the requirements of Chapter 16.16 of the Lynden Critical Areas Ordinance.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date