



City of Lynden

SHORT PLAT 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 28 days.
- ❑ ***Publication of Legal Notice of Application and Project Proposal***
City Staff is responsible for publishing a legal notice of application on the proposed project.
- ❑ ***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.
- ❑ ***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.
- ❑ ***Publication of Legal Notice of Preliminary Approval***
The applicant shall notify owners within 300 feet of the subject property of the City’s intent to grant approval and provide the Planning Director with a signed and notarized affidavit of notification. The notification shall include a description of the preliminary approval granted including any conditions of approval, a place where further information may be obtained, and a statement that final approval will be granted within 15 days unless an appeal is requested.
- ❑ ***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

SHORT PLAT APPLICATION REQUIREMENTS

1. *Completed short plat application form.*
2. *All applicable fees.*
3. *Plot plan showing the following:*
 - lot dimensions and size*
 - setbacks to existing structures*
 - proposed street/alley dimensions*
 - footprint and dimensions of existing buildings*
 - footprint and dimensions of proposed buildings*
 - other existing physical features*
 - north point and scale*
4. *Area map showing the following:*
 - adjacent properties*
 - zoning of adjacent properties if different than site zoning*
 - nearby structures and buildings*
 - streets/highways*
 - watercourses*
 - easements*
5. *Legal description of the property.*
6. *Names and addresses of all persons, firms and corporations holding interest in the property.*
7. *Names and addresses of all property owners within 300 feet of the subject property.*
8. *Critical Areas Ordinance Checklist*



City of Lynden

SHORT PLAT APPLICATION

General Information:

Property Owner

Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Applicant (Agent, Land Surveyor or Engineer)

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

Application is hereby made for a short plat as follows:

Property Information

A. LOCATION:

Address: _____

Legal Description (attach if necessary):

B. DESCRIPTION OF SUBDIVISION:

Current property size: _____ x _____ Total square footage: _____

Total acreage: _____ Zoning classification: _____

Number of new lots: _____ Area of ROW in SF: _____

Minimum lot size: _____ x _____ Minimum square footage: _____

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: _____ HEARING DATE: _____

(APPLICATIONS WILL NOT BE ACCEPTED WITHOUT A PRE-APPLICATION MEETING)

FEE'S (SHORT PLAT \$250.00 + \$100.00 PER LOT) DATE PAID: _____ RECEIPT # _____



City of Lynden

Critical Areas Checklist

SECTION: _____ TOWNSHIP: _____ RANGE: _____ PARCEL NUMBER: _____

Site Address: _____

Proposed Uses:

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