



City of Lynden

Zoning Text 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 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 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.
- ❑ **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**
Zoning Text Amendments are categorically exempt from environmental reviews under WAC 197-11.
- ❑ **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.
- ❑ **Public Hearing at City Council**
The City Council holds a second public hearing on the request and makes a final decision on the proposed amendment to the Municipal Code. Their decision is made by ordinance and signed by the Mayor. The Council may also issue Findings of Facts and Conclusions of Law, outlining their decision. The ordinance shall be in full effect five (5) days after its passage, approval and publication as provided by law.
- ❑ **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 and ordinance is mailed to the applicant, specifying any conditions of the decision.



City of Lynden

Zoning Text Amendment Application Requirements

1. *Copies of the following:*
 - section(s) of the code to be amended*
 - map of area to be amended showing current city zoning (if applicable)*
2. *Completed application, including detailed reasoning for the amendment request.*
3. *Names and addresses of all persons, firms and corporations holding interest in the property (if applicable).*
4. *All Applicable Fees.*
5. *Completed SEPA Checklist*
6. *Critical Areas Checklist (if applicable)*



City of Lynden

Zoning Text

Amendment Application

General Information:

Applicant / Agent

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

Section(s) to amend: _____

Please state the changes you are proposing:

Please state the reason(s) why the above section(s) of the Lynden Zoning Ordinance should be amended. Please note the potential benefits and the potential negative impacts of the amendment: (Attach additional sheets as necessary)

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 (ZTA \$225.00 or Final Review Cost) date paid: _____ receipt # _____