



# City of Lynden

## *Planned Residential 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.*
- 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 of the application 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. Final SEPA determinations cannot be made until the required 14 day comment period on the application has expired. Also, a second certified mailing stating the SEPA determination and public hearing date must be sent to surrounding property owners.*
- Public Hearing at Planning Commission***  
*The Planning Commission makes its recommendation 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. The Commission then forwards its resolution outlining the decision, its findings, conclusions and recommendations to the City Council for consideration.*
- Consideration by City Council***  
*The City Council makes a decision based upon the Planning Commission’s recommendation and the record established at the Planning Commission hearing. The Council may issue Findings of Facts and Conclusions of Law, outlining their decision.*
- 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

## *Planned Residential Development Application Requirements*

1. *Completed PRD application form.*
2. *All applicable fees.*
- 3.. *Area map showing the following:*
  - adjacent properties*
  - zoning of adjacent properties if different than site zoning*
  - topographical data as per Chapter 18.16*
  - watercourses*
  - easements*
  - parks, playgrounds, or other public uses (if any)*
4. *Master plan showing the following:*
  - project name*
  - written narrative explaining proposed development restrictions (i.e. setbacks, lot coverage etc.)*
  - street systems, watercourses, unique and sensitive natural features, forest cover, plat lines and plat designs.*
  - areas proposed to be conveyed, dedicated, or reserved for parks, parkways, playgrounds, schools sites, common open space, public buildings, and similar public and semi-public uses.*
  - areas designated for recreational buildings, clubhouses, country club facilities and the nature and extent of such facilities.*
  - proposed building areas and densities, setbacks and height.*
5. *General utility plan showing the following: (prepared by a licensed Land Surveyor)*
  - project name*
  - location of utilities and contours at five foot intervals.*
  - existing and proposed utility systems including sanitary sewers, storm sewers, water, electric, gas and telephone lines.*
6. *Agreements, provisions or covenants which govern the use, maintenance and continued protection of the planned residential development and any of its common open areas.*
7. *A development schedule indicating the following:*
  - approximate date when construction of the project can be expected to begin.*
  - stages in which the project will be built and the approximate date when construction of each stage can be expected to begin.*
  - the anticipated rate of development.*
  - approximate dates when the development of each stage will be completed.*
  - area and location of common open space that will be provided at each stage.*

8. *The following plans where applicable as determined through pre-application meeting.*
  - off-street parking and loading plan.*
  - a circulation diagram indicating the proposed movement of vehicles, goods and pedestrians within the development and to and from existing thoroughfares..*
  - any special engineering features and traffic regulation devices needed to facilitate or insure the safety of this circulation pattern must be shown.*
  - landscaping and tree planting plan.*
  - An economic feasibility report or market analysis.*
9. *Legal description of the property.*
10. *Title and Certificates including names and addresses of all persons, firms, and corporations holding interest in the property.*
11. *SEPA checklist*
12. *Critical Areas Ordinance Checklist.*
13. *Traffic Impact Checklist*



# City of Lynden

## Planned Residential Development 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

### Property Information:

Project Location (street address / block range): \_\_\_\_\_

Legal Description (attach if necessary): \_\_\_\_\_

### Description of Property:

Total Acreage: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Total Number of Units: \_\_\_\_\_

Designated Open Space (square footage/ acreage) \_\_\_\_\_

### Attach master plan narrative

\*\*\*\*\*

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

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)

FEES (PLANNED RESIDENTIAL DEVELOPMENT (\$500.00 + \$100.00 PER ACRE) 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*