



City of Lynden

Board of Adjustment Variance Approval Process

Pre-application Meeting

Applicant or agent meets with the Technical Review Committee for a “feasibility review” and to discuss fees and time frames for completion of the project.

Application Review and Determination of Completeness

After submittal, City staff reviews all application materials, makes a determination of completeness, and notifies the applicant of this decision 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 is responsible for notifying surrounding property owners within 300 feet of the project proposal. Property owners must be given 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 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 Board of Adjustment as part of the record for the hearing.

SEPA Determination and Publication of Legal Notice (if applicable)

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 Board of Adjustment

The Board of Adjustment makes its decision of 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 Board issues findings of fact 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 findings of fact and conclusions of law is mailed to the applicant and forwarded to the City’s Building Official, specifying any conditions of the decision.



City of Lynden

Board of Adjustment Variance Application Requirements

1. *Completed application form for variance request.*
2. *All applicable fees.*
3. *Project drawings showing the following:*
 - building / site elevations of the proposed project*
 - floor plan (if applicable)*
4. *Property site map showing the following:*
 - property dimensions and size*
 - street and alley dimensions*
 - footprint and dimensions of existing buildings*
 - setbacks or proposed setbacks to existing buildings*
 - other existing physical features*
 - 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 response to criteria for granting a variance (LMC 19.47.110).*
9. *Critical Areas Ordinance Checklist.*



City of Lynden

Board of Adjustment Variance 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): _____

Assessor's Parcel Number: _____ Zoning Designation: _____

Lot Size: _____ Total Square Footage: _____

Building Size: _____ Building Height: _____

Building Square Footage: _____ Total Lot Coverage: _____

Type of Variance Requested:

BOA Criteria must be attached

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:** _____

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

Fee's (BOA Variance \$300.00 Base Fee or Final Review Cost) date paid: _____ receipt # _____