City of Lynden
Lot Line Adjustment
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
Because lot line adjustments are approved administratively, City Staff reviews all application materials and makes a determination of completeness. Once it has been established that the application is complete and all necessary materials have been submitted, Staff reviews the lot line adjustment to ensure it will not:

1. create a new lot, tract, parcel, site or division.
2. leave any building on affected lots in violation of the zoning ordinance after the adjustment,
3. create a lot of substandard size, or
4. create a lot which would otherwise violate the zoning ordinance. (LMC 17.01.030)
5. no lot is created or modified that diminishes the availability of city utilities or is in violation of the City’s adopted Development Standards.

❑ Final Approval of Lot Line Adjustment
Once City Staff has determined that the proposed lot line adjustment conforms to the criteria outlined in the Lynden Municipal Code and approves it, the applicant prepares mylars showing the adjusted lots. Mylars are signed by the Planning Director, and the applicant records the document with the Whatcom County Auditor and returns one copy of the recorded mylar to the City.
City of Lynden
Lot Line Adjustment
Requirements

1. Completed lot line adjustment application form.
2. All applicable fees.
3. Map prepared by registered land surveyor (showing the following):
   - lot dimensions and sizes
   - existing and proposed property lines
   - setbacks to adjusted lot line(s)
   - footprint and dimensions of existing buildings
   - other existing physical features
   - north point and scale
4. Lot closures.
5. Legal descriptions of the property.
   - current legal description
   - adjusted legal description(s)
6. Names and addresses of all persons, firms and corporations holding interest in the property.
7. Critical Areas Ordinance Checklist.
8. The submittal of impervious surface calculations
City of Lynden
Lot Line Adjustment 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 [ ]

Current Property Information

Project Location (street address / block range): ____________________________________________

Legal Description: (attach if necessary):
______________________________________________________________________________

Property Dimensions: _____________________ X _____________ Square Footage ______________________

Zoning Designation: ________________________________________________________________

Adjusted Property Information

Adjusted Legal Description: (attach if necessary)
______________________________________________________________________________

Adjusted Property Dimensions: _____________________ X _____________ New Square Footage ______________________

Number of Lots Affected: ____________________________________________________________

Submitted By: _____________________________ Date: ___________________

Property Owner Signature: _____________________________ Date: ___________________

Property Owner Printed Name: _____________________________ Date: ___________________

[ ] Pre-Application Meeting Date: _____________________________ Hearing Date: _____________
(APPLICATIONS WILL NOT BE ACCEPTED WITHOUT A PRE-APPLICATION MEETING)

[ ] Fee’s (LLA $250.00) Date Paid: _____________________________ Receipt # _____________