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 and must be published for two consecutive weeks.

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.

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. City staff will be able to advise whether or not this is required for your project.

Public Hearing at Planning Commission
The Planning Commission makes its decision 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.

Planning Commission Approval
The Planning Department prepares a resolution outlining the decision, its findings, and conclusions and brings it forward to the Planning Commission for approval at their next meeting. The Planning Commission makes the final decision on this request for a shoreline permit.

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

Shoreline Variance
Application Requirements

1. Completed application form for a shoreline substantial development permit request.

2. All applicable fees.

3. Project drawings showing the following:
   - building / site elevations of the proposed project
   - floor plans (if applicable)
   - landscaping plans (property and/or riparian)

4. Project diagram showing the following:
   - site boundary
   - property dimensions
   - OHWM (ordinary highwater mark)
   - typical cross section (see application for detailed information)
   - land contours (see application for requirement)
   - dimensions of structures to remain
   - dimensions of proposed structures
   - identify source, composition, and volume of fill material, if applicable
   - location of proposed utilities
   - shoreline designation under the City’s Master Plan
   - 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


7. Names and addresses of all persons, firms and corporations holding interest in the property.

8. Written response to the criteria listed in 8.06.01 of the Shoreline Master Program.

9. Written narrative of the general nature of improvements and land use within three hundred feet in all directions.

10. Critical Areas Ordinance Checklist. Critical Area Review / Report if proposed development is within the associated buffer.
City of Lynden

Shoreline Variance Permit Application

Permit Application # _____________
Pre-Application Mtg date: __________
Hearing Date: ____________________
SV Fee $1000.00:
Date Paid: _______ Receipt #: ______

General Information:

Property Owner

Name: __________________________________________
Address: _______________________________________
Telephone Number: ________________ Fax Number: ____________
E-mail Address: ________________________________

Applicant (Agent, Land Surveyor, Engineer or Other)

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): ______________________________________
Name of adjacent waterway / wetland area: ________________________________
Size of Property (acres/square footage): ________________________________
Master Plan Environmental Designation: ________________________________
**Property Use**

Current use of property:

________________________________________________

Proposed Use, Development and Construction of Property:

_____________________________________________________________

Maximum height of Proposed Structure: __________________________

Maximum height of Existing Structure: __________________________

Existing Ground Elevation: ______________________________________

Proposed Ground Elevation: ______________________________________

Proposed Setback from ordinary high water mark: __________________

Development Involves: Grading ________ Filling _______ Dredging ______

Construction dates (Month and Year) for which permit is requested:

Proposed Start: ___________________ :Proposed Completion: ______________

List other permits for which you have applied, or will apply (include name of agency, date of application, application number, disposition):

_____________________________________________________________

As per 8.06 of the City of Lynden Shoreline Master Program. The applicant must provide written response to the criteria listed below that would demonstrate, in all instances, that there is an extraordinary or unique circumstance relating to the property such that the strict implementation of the Master Program would impose unnecessary hardships on the applicant or the SMA policies as stated in RCW 90.58.020. (Please attach written response)

a. That the strict requirements of the bulk, dimensional, or performance standards set forth in the Master Program preclude or significantly interfere with reasonable use of the property not otherwise prohibited by the Master Program.

b. That the hardship described above (in 1.a) is specifically related to the property, and is the result of unique conditions such as irregular lot shape, size, or natural features and the application of the Master Program and not, for example, from deed restrictions or the applicant’s own actions.

c. That the design of the project will be compatible with other authorized uses in the area and with uses planned for the area under the
comprehensive plan and this Master Program and will not cause adverse impacts to the shoreline environment.

d. That the requested variance does not constitute a grant of special privilege not enjoyed by the other properties in the area.

e. The variance is the minimum necessary to afford relief.

f. That the public interest will suffer no substantial detrimental effect.

STATE OF WASHINGTON
  S.S.
COUNTY OF WHATCOM

I, ________________________________, being duly sworn, depose and say that I am the applicant for a permit within the shorelines of the City of Lynden, including shoreline conditional use permit and/or variance applications as required, pursuant to the Shorelines Management Act of 1971, and that the above statements, answers and information in the applications therefore are in all respects true and correct to the best of my knowledge and belief.

Signature(s):______________________________

Property Owner(s) ________________________________

Subscribed and sworn to me this _____ day of _________, 20__

______________________________
Notary Public in and for the State of Washington residing at ______________
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