



COMPREHENSIVE PLAN AMENDMENT REVIEW AND PUBLIC HEARING PROCEDURES

1. The Planning Department receives applications at any time during the year. Applications, which are associated with a development proposal for a specific parcel of land, shall be accompanied by a fee as established in Resolution Number 10-01. There shall be no fee for other applications until such time as they are accepted for further review by the City Council.

(Note: Applications may be accepted at any time during the year, however, if submitted after April 1st will not be eligible for processing that same year and will be on the following year's docket)

2. All applications shall be docketed as required by RCW 36.70A.470. Applications received prior to April 1st of any year shall be docketed for preliminary consideration by the Council as soon as practicable after the April 1 deadline.
3. All applications associated with a development proposal for a specific parcel of land shall be referred to the Planning Board, and shall be maintained on the docket for review in the current year.
4. For all other applications, the Council, by a majority vote, shall either docket the application for review by the Planning Board or deny the application. When docketing applications for review by the Planning Board, the Council may defer some applications for review in a subsequent year.
5. The Planning Department advises the Planning Board of amendments referred by the City Council and docketed for review during the current year.
6. The Planning Department schedules meeting(s) with the Planning Board to consider the amendments and to prepare recommendations for the public hearing(s).
7. The Planning Board conducts public hearing(s) on the amendments and considers comments received at the hearing(s). The Planning Board then prepares final recommendations for the City Council.
8. Recommendations of the Planning Board are submitted to the Washington State Department of Commerce for review and comment prior to City Council review.
9. The City Council conducts public meeting(s), which shall not be an open record hearing as defined in Chapter 347 Laws of Washington 1995, Section 402, and considers recommendations of the Planning Board and Washington State Department of Commerce.
10. Amendments approved by the City Council are incorporated into the Comprehensive Plan and distributed to plan holders.



COMPREHENSIVE PLAN AMENDMENT PETITION

Date Received:	
Type of Amendment-Please Check	Rezone Application Required: Y N
Policy	
Map	
Regulation	
Plan	
Other (please specify)	
APPLICANT INFORMATION	
Name	
Address	
Phone (main)	
Phone (cell)	
Email	
CONTACT/CONSULTANT INFORMATION	
Name	
Address	
Phone (main)	
Phone (cell)	
Email	
GENERAL INFORMATION	
General Location of Property	
Total acres of proposal	
Tax Parcel ID# (list all)	
Is the proposal area located within an Urban Growth Area (UGA): Y N	
If the proposal is located within an UGA, which one?	

What is the existing comprehensive plan designation of the property?

What is the **proposed** comprehensive plan designation of the property?

What is the zoning of the property?

What is the **proposed** zoning of the property?

COMPLETE THIS SECTION OF YOU ARE PROPOSING A POLICY OF CODE AMENDMENT

1. What is the proposed policy amendment?

2. What is the proposed code amendment?

DOCKET APPLICATION

Please answer questions 1-10 as they apply to your proposal

1. What is the amendment being proposed?

2. How is the proposed amendment consistent with the Growth Management Act (GMA) –RCW 36.70A

3. How is the proposed amendment consistent with the City Planning Policies?

4. How is the proposed amendment consistent with the goals, objectives, and policies of the City's general policy plan (GPP)?

5. If the proposal was previously viewed by the City Planning Board or City Council, what circumstances have significantly changed to justify this resubmitted application?

6. List all building and land uses present on the site and on adjacent properties

7. How would the proposed amendment be compatible with neighboring properties?

8. Does this proposal include an Urban Growth Area (UGA) expansion? Y N

9. If yes, would the proposed UGA expansion increase residential or employment land capacity for that UGA? Y N

10. If the proposed UGA expansion does increase residential land capacity, and the most recent Buildable Lands Report indicates that no additional residential or employment land capacity is needed in that UGA, then the proposal must also include removal of land from the UGA so that residential or employment land capacity is not increased. Y N

Please indicate on your proposed UGA expansion map, properties proposed for removal from the UGA that are adjacent to the UGA boundary and that are rural in character with rural densities.

Does this situation regarding removal of land from the UGA so that residential or employment capacity is not increased apply to your proposal?

Signature: _____ Date: _____