



City of Edgewood

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FOR STAFF USE ONLY
Application Year: _____
Application No.: _____
Fee Required?: Yes__ No__

COMPREHENSIVE PLAN AMENDMENT APPLICATION

SUBMITTAL REQUIREMENTS

Complete this application, provide all supporting documents, and submit to the Department of Community Development. **Your proposal will be processed beginning in the month of January following this submittal.** A fact sheet is attached that explains the Comprehensive Plan Amendment Process.

Name: _____ Phone: _____

Address: _____

1. Does the amendment request(s) concern a specific property? YES _____ NO _____

2. Is this amendment request for a change in a land use designation? YES _____ NO _____

3. Are you the owner or authorized agent of the property? YES _____ NO _____

4. Provide a description or a map of the area that this application affects:

5. Provide a reference to the section(s) of the Comprehensive Plan that you propose to amend, including the page – if applicable (i.e., Comp Plan, Page xx, Line xx). _____

6. Provide proposed amendatory language. Attach separate sheet(s) if necessary. _____

7. Explain the reason(s) for this amendment proposal. _____

8. Please describe how your proposed amendment meets the following selection criteria. Use a separate sheet(s) if necessary: _____

a. Was this proposed amendment denied during a previous Comprehensive Plan review cycle: YES _____ NO _____. If yes, briefly explain why (if known):

b. Explain how the proposed amendment advances the goals and policies of the Comprehensive Plan: _____

c. Explain how the proposed amendment is consistent with the goals of the Growth Management Act: _____

d. Does the proposed amendment have a relationship to any other City codes and /or regulations: _____

e. What are the cumulative effects of this proposed amendment to the Comprehensive Plan: _____

Applicant's Signature

Date

Property Owner's Authorized Agent: If you are the property owner's agent, you are required to provide a notarized letter from the property owner authorizing submittal of this application.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE UNDER PENALTY OF PERJURY BY THE LAWS OF THE STATE OF WASHINGTON, AND I AM AUTHORIZED TO MAKE THIS APPLICATION AS THE AGENT OF THE PROPERTY OWNER.

Signature: _____ Date: _____

Print Name: _____

Phone: _____

COMPREHENSIVE PLAN AMENDMENT PROCESS FACT SHEET

- 1. Who may propose an amendment to the Comprehensive Plan?** Anyone may submit a text or map change amendment to the Comprehensive Plan using a Comprehensive Plan Amendment Request form. The form is available at the Community Development Department, or is available at the City's web site (www.ci.edgewood.wa.us).
- 2. When can a proposed amendment application be submitted to the City?** Amendment applications may be submitted at anytime. The amendment cycle is open between January 1st and December 31st. However, the application will not be processed until the January following the application.
- 3. How is an amendment application submitted?** The proposed amendment must be submitted in writing to the Community Development Department and must consist of at least:
 - a. References cited regarding the applicable section(s) of the Comprehensive Plan;
 - b. The proposed amendatory language and/or map change;
 - c. An explanation of why the amendment is being proposed; and
 - d. How the proposed amendment meets the each selection criteria.
- 4. Is there a fee?** A fee is charged if a proposed amendment seeks a change to the Official Land Use Map, or if a text amendment seeks a change to or affects a change to the Official Land Use Map. You will be contacted in January following your application submittal for requested payment of the fee, or your application will not be processed. The fee is reflected in the adopted fee schedule.
- 5. Once a proposed amendment is selected for review, what is the process?** Each amendment will undergo a written analysis prepared by City staff. This report is then provided to the Planning Commission for review and consideration.
- 6. What will happen when the amendment application is submitted?** In the January following your application submittal, staff prepares an analysis report of all applications. This report will then be provided to the Planning Commission.

In February, the Planning Commission will begin reviewing the staff analysis report, hold public hearings, and then resubmit the findings to staff. Staff will then begin the mandatory, 60-day State Environmental Policy Act (SEPA) review process to solicit comments from the public regarding any possible environmental impacts these amendments may have on the City or citizens.

In June, after receiving the environmental review comments, the Planning Commission's findings and report (with recommendations) are presented to the City Council.

The City Council will then conduct additional public hearings in June, and adopt the final selected amendments during the month of July. **The Council's decision to consider a proposed amendment does not constitute a decision on the amendment itself.**