

REZONE CHECKLIST

Planning and Land Use

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The Rezone application process is used to verify compliance with Edgewood Municipal Code ([EMC](#)) [Chapter 18.40.110-18.40.117](#).

- Rezone applications must include a completed [Land Use Application](#).
- A pre-application conference is required prior to all Rezone applications, per [EMC 18.40.130](#). Submit the Rezone Checklist distributed by City staff at the pre-application.
- A Traffic Concurrency Reservation Certificate (CRC) must be processed as a separate application prior to submitting a Rezone application per [EMC 18.105](#). The resulting CRC shall be submitted with the Rezone (item #11).

Upload PDF copies of the drawings, reports, and documents to the City's Permit Portal. If submitting at City Hall, make an appointment with Front Counter staff, and provide all documents in PDF format on a USB Drive.

Each Rezone application packet shall include the following items as separate pages. Each document shall be named consistent with the checklist below. All documents submitted under this section shall contain the name of the project and the name and address of the applicant. If an item is not provided, the applicant shall specify the reason for omission at the end of this document. Failure to follow these guidelines will result in an incomplete application.

Pre- App		City Verified
<input type="checkbox"/>	1 Rationale for the proposed Rezone	<input type="checkbox"/>
<input type="checkbox"/>	2 Responses to Evaluation Criteria set in EMC 18.40.114	<input type="checkbox"/>
<input type="checkbox"/>	3 Identification of all sections of the comprehensive plan policies and map proposed to be amended	<input type="checkbox"/>
<input type="checkbox"/>	4 Description of any proposed development of the property	<input type="checkbox"/>
<input type="checkbox"/>	5 Site Layout Drawing	<input type="checkbox"/>
<input type="checkbox"/>	6 Critical Area Report(s)	<input type="checkbox"/>
<input type="checkbox"/>	7 Legal Description(s)	<input type="checkbox"/>
<input type="checkbox"/>	8 Title Report	<input type="checkbox"/>
<input type="checkbox"/>	9 Documentation of all Easements and Recorded Restrictions	<input type="checkbox"/>
<input type="checkbox"/>	10 State Environmental Policy Act (SEPA) Checklist	<input type="checkbox"/>
<input type="checkbox"/>	11 Traffic Concurrency Reservation Certificate (CRC)	<input type="checkbox"/>
<input type="checkbox"/>	12 Traffic Impact Analysis	<input type="checkbox"/>
<input type="checkbox"/>	13 Other drawings or documents as required for specific projects to fully demonstrate the scope of work and how it complies with EMC and the City's Comprehensive Plan	<input type="checkbox"/>

* City staff will use the Pre-App column above to identify all required application materials. If the box is marked with an **X** the item is required to be submitted.

Document Components

1. Rationale for Proposed Rezone-

- a. Explain the reason for this rezone proposal.
- b. Was this proposed amendment denied previously? If so, briefly explain why (if known).
- c. Explain how the proposed rezone advances the goals and policies of the Comprehensive Plan.
- d. Does the proposed rezone have a relationship to any other City codes or regulations?
- e. What are the cumulative effects of this proposed amendment to the Comprehensive Plan?

2. Responses to Evaluation Criteria-

- a. per [EMC 18.40.114](#)
 - i. There is no presumption of validity favoring the action of rezoning;
 - ii. The proponents of the rezone have the burden of proof to demonstrate that conditions have changed since the original zoning; and
 - iii. The rezone must bear a substantial relationship to the public health, safety, morals or welfare.
- b. Implementation of the general rules above involves analysis of the following criteria:
 - i. Consistency with the existing comprehensive plan (the comprehensive plan that has been approved and is in place at the time the application was submitted);
 - ii. Consistency with the purpose of the proposed zoning district;
 - iii. Consistency between zone criteria and area characteristics;
 - iv. Zoning history and precedential effect.
 - v. Gradual transition between zoning categories.
 - vi. Zone Boundaries.
 - vii. Height Limits.
 - viii. Impact Evaluation.
 - ix. Changed Circumstances.
 - x. Critical Areas.

3. Amendment Identification- Identification of all sections of the comprehensive plan policies and map proposed to be amended.

4. Development Description- Provide written description of any proposed development.

5. Site Layout Drawing- Drawing illustrating important site information such as lot lines, structures, zoning, and potential nuisances.

6. Critical Areas Report(s)- If critical areas (such as wetlands or steep slopes) are present on the site, please submit any relevant reports performed by a specialist.

7. Legal Descriptions- A geographic description of existing and proposed lots, including information about locations and boundaries of lots and any easements.

8. Title report- A document containing information about the ownership and title of the properties, as well as tax information, sometimes also called a subdivision guarantee. Can be obtained from a title company. Title Report must be less than 30 days old.

9. Documentation of all Easements- Recorded easement information may be included in the title report as hyperlinks to Pierce County records. If it is not, please provide separate document(s) detailing all easements that exist on the properties.

10. SEPA Checklist- This form can be found on the City's website. It contains list of questions regarding the proposed project's environmental impacts. Fully respond to all questions, and attach any additional information that will supplement the description of the proposal.

11. CRC- A separate application requiring a trip generation report prepared by an engineer or planner.

12. Traffic Impact Analysis- Analysis of projected impacts to local traffic performed by a professional planner or engineer. Evaluation of existing or future transportation infrastructure to serve a proposed development. Analysis is performed by a professional planner or engineer.

Applicant shall provide a written description for the reason any item is not provided.

Item	Reason for Omission
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