

COMPREHENSIVE PLAN AMENDMENT CHECKLIST

Planning and Land Use

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The Comprehensive Plan Amendment application process is used to verify compliance with Edgewood Municipal Code [\(EMC\) Chapter 18.60](#).

- Comprehensive Plan Amendment applications must include a completed [Land Use Application](#).
- A pre-application conference is required prior to all Comprehensive Plan Amendment applications, per [EMC 18.40.130](#). Submit the Comprehensive Plan Amendment Checklist distributed by City staff at the pre-application.
- For site-specific proposals, a Traffic Concurrency Reservation Certificate (CRC) must be processed as a separate application prior to submitting a Comprehensive Plan Amendment application per [EMC 18.105](#). The resulting CRC shall be submitted with the Comprehensive Plan Amendment application (item #8).

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 Comprehensive Plan Amendment 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 Comprehensive Plan Amendment (outlined below) | <input type="checkbox"/> |
| <input type="checkbox"/> | 2 Responses to Evaluation Criteria set in EMC 18.60.220 (outlined below) | <input type="checkbox"/> |
| <input type="checkbox"/> | 3 Proposed amendatory language, shown in “bill” format (i.e., new language underlined; language proposed for deletion in strikeouts). | <input type="checkbox"/> |
| <input type="checkbox"/> | 4 Site Layout Drawing | <input type="checkbox"/> |
| <input type="checkbox"/> | 5 Legal Description | <input type="checkbox"/> |
| <input type="checkbox"/> | 6 Title Report (< 30 days old) | <input type="checkbox"/> |
| <input type="checkbox"/> | 7 Documentation of all Easements and Recorded Restrictions | <input type="checkbox"/> |
| <input type="checkbox"/> | 8 State Environmental Policy Act (SEPA) Checklist | <input type="checkbox"/> |
| <input type="checkbox"/> | 9 Traffic Concurrency Reservation Certificate (CRC) (if applicable) | <input type="checkbox"/> |
| <input type="checkbox"/> | 10 Traffic Impact Analysis (if applicable) | <input type="checkbox"/> |
| <input type="checkbox"/> | 11 Other drawings or documents as required for specific projects to fully demonstrate the scope of work and how it complies with EMC and City’s Comprehensive Plan | <input type="checkbox"/> |

* City staff will use the Pre-App column below 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 the Proposed Amendment-** See instructions below.
- 2. Responses to Evaluation Criteria-** See instructions below.
- 3. Proposed Amendatory Language-** Please underline new language being proposed, and strikethrough language proposed for deletion.
- 4. Site Layout Drawing-** Drawing illustrating important site information such as lot lines, structures, zoning, and potential nuisances.
- 5. Legal Descriptions-** A geographic description of existing and proposed lots, including information about locations and boundaries of lots and any easements.
- 6. 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.
- 7. 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.
- 8. 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.
- 9. CRC-** A separate application requiring a trip generation report prepared by an engineer or planner.
- 10. Traffic Impact Analysis-** Evaluation of existing or future transportation infrastructure to serve a proposed development. Analysis is performed by a professional planner or engineer.

Preparation of a rationale for the proposal

1. Explain the reason for this amendment proposal.
2. Was this proposed amendment denied during a previous Comprehensive Plan Amendment review cycle? If so, briefly explain why (if known).
3. Explain how the proposed amendment advances the goals and policies of the Comprehensive Plan.
4. Does the proposed amendment have a relationship to any other City codes or regulations?
5. What are the cumulative effects of this proposed amendment to the Comprehensive Plan?

Evaluation Criteria per [EMC 18.60.220](#)

1. How does the proposed amendment conform to the Growth Management Act (36.70A RCW)?
2. Describe how the proposed amendment is consistent with and implements the city's comprehensive plan, including the goals, policies and implementation strategies of the various elements of the plan.
3. Describe whether circumstances related to the proposed amendment(s) and/or the area in which it is located have substantially changed since the adoption of the city's comprehensive plan.
4. Explain how the assumptions upon which the city's comprehensive plan is based are no longer valid, or whether new information is available which was not considered during the adoption process or any annual amendments of the city's comprehensive plan.
5. Does the proposed amendment reflects current, widely held values of the residents of the city?

For Site-Specific Proposals *(must be answered in addition to Questions 1-5)*

6. Does the proposed site-specific amendment meet concurrency requirements for transportation and does not adversely affect adopted level of service standards for other public facilities and services, e.g., police, fire and emergency medical services, parks, fire flow and general governmental services (*NOTE: additional studies or informative requests from outside agencies may be required in order to fully respond to this question*)?
7. Will the proposal result in probable significant adverse impacts to the city's transportation network, capital facilities, utilities, parks, or environmental features that cannot be mitigated?
8. Is the subject parcel(s) physically suitable for the requested land use designation and the anticipated land use development, including, but not limited to, the following:
 - a. access;
 - b. provision of utilities; and

c. Compatibility with existing and planned surrounding land uses?

9. Will the request create pressure to change the land use designation of other properties?
10. Does the proposed amendment materially affect the land use and population growth projections that are the bases of the comprehensive plan?
11. Does the proposed amendment materially affect the adequacy or availability of urban facilities and services to the immediate area and the overall UGA?
12. Is the proposed amendment consistent with applicable county-wide policies or any other applicable interjurisdictional policy or agreement, and all applicable local, state, or federal laws?

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

| Item | Reason for Omission |
|------|---------------------|
| 1 | |
| 2 | |
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