

COMPREHENSIVE PLAN AMENDMENT APPLICATION REQUIREMENTS | [GHMC 19.09.080 \(A\)](#)

General Application Requirements. All map and text amendment applications shall be accompanied by a completed application form as provided by the city along with the following additional information:

- ☐ Completed Master Planning Permit Application
- ☐ Name and address of the person or persons proposing the amendment;
- ☐ An environmental checklist ([SEPA](#)), including a completed Part D;
- ☐ All associated fees as established by the city;
- ☐ A description and/or map of the proposed amendment;
- ☐ A written statement explaining the following:
 - A. The purpose of the proposed amendment;
 - B. How the amendment is consistent with the Washington State Growth Management Act;
 - C. How the amendment is consistent with the adopted countywide planning policies;
 - D. How the amendment furthers the purpose of the city's comprehensive plan; and
 - E. How the amendment is internally consistent with the city's comprehensive plan, as well as other adopted city plans and codes;
- ☐ Supplemental environmental review and/or critical areas review if determined by the planning director to be required;
- ☐ If the proposed amendment would increase the intensity or density of permitted development, the following capacity evaluations are required:
 - A. A report identifying anticipated traffic trip generation under the existing and proposed comprehensive plan.
 - B. A report identifying anticipated sewer generation under the existing and proposed comprehensive
 - C. plan using flow projections provided in Chapter 1 of the city's public works standards.
 - D. If within the city's water service area, a report identifying anticipated water use under the existing and proposed comprehensive plan;
- ☐ A written response to the criteria for initiation of an application contained in [GHMC 19.09.130](#) and the criteria for approval of an amendment contained in [GHMC 19.09.170](#).

COMPREHENSIVE PLAN TEXT AMENDMENT REQUIREMENTS | [GHMC 19.09.080 \(B\)](#)

Comprehensive Plan Text Amendment Requirements. In addition to the general application Requirements, the following additional information shall accompany a text amendment application:

- ☐ The proposed element, chapter, section, and page number of the comprehensive plan to be amended.
- ☐ Proposed text changes, with new text shown in an underline format, and deleted text shown in strikeout format or other format approved by the planning director.

COMPREHENSIVE PLAN MAP AMENDMENT REQUIREMENTS | [GHMC 19.09.080 \(C\)](#)

Map amendments include changes to any of the several maps included in the comprehensive plan including, but not limited to, the land use map, critical areas maps, neighborhood design areas map, roadway functional classification maps, short range transportation projects map, long range transportation projects map, etc. All map amendment applications shall include the information specified under general application requirements. In addition, land use map amendment applications shall be accompanied by the following information:

- ☐
 1. The current land use map designation for the subject parcel(s);
 2. The land use map designation requested;
 3. A complete legal description describing the combined area of all subject parcel(s);
 4. A copy of the county tax assessor's map of the subject parcel(s);
 5. A vicinity map showing:
 - A. All land use designations within 300 feet of the subject parcel(s);
 - B. All parcels within 300 feet of the subject parcel and all existing uses of those parcels;
 - C. All roads abutting and/or providing access to the subject parcel(s) including information on road classifications (arterial, minor collector, major collector) and improvements to such roads;
 - D. Location of shorelines and critical areas on or within 300 feet of the site, if applicable;
 - E. The location of existing utilities serving the subject parcels including electrical, water and sewer (including septic); and
 - F. The location and uses of existing structures located on the subject parcel(s);
- ☐ Topographical map of the subject parcels and abutting properties at a scale of a minimum of one inch represents 200 feet (1:200);
- ☐ The current official zoning map designation for the subject parcel(s);
- ☐ A description of any associated development proposals. Development proposals shall not be processed concurrent with comprehensive plan amendments, but the development proposals may be submitted for consideration of the comprehensive plan amendments to limit consideration of all proposed uses and densities of the property under the city's SEPA, zoning, concurrency processes and comprehensive land use plan. If no proposed development description is provided, the city will assume that the applicant intends to develop the property with the most intense development allowed under the proposed land use designation. The city shall assume the maximum impact, unless the applicant submits with the comprehensive plan amendment a development agreement to ameliorate the adverse impact of the proposed development;
- ☐ Public Outreach Program. The applicant shall conduct a public outreach program within the 90-day period preceding submittal of application and provide evidence of such program at the submittal of application. This requirement is waived for applications initiated by the city. The public outreach program shall be as follows:
 1. The applicant shall conduct a minimum of two neighborhood meetings in order to solicit public comment on the desired land use map amendment;
 2. A written notice of each neighborhood meeting shall be sent to property owners within 300 feet of the boundaries of the subject land use map amendment at least seven days prior to the meeting;
 3. A notice of each neighborhood meeting shall be published in the city's officially designated
 4. newspaper at least seven days prior to the meeting. The published notice shall be at least one-eighth page advertisement;
 5. All notices of neighborhood meetings shall include:
 - A. A description of the proposed land use map amendment;
 - B. The name, address and phone number of the property owners and owner's representative;

- C. A description of the subject property reasonably sufficient to inform the public of its location, including but not limited to a vicinity map, written description, parcel map or physical address;
- D. The date, time and place of the neighborhood meeting;
- E. A statement that all interested persons may provide written comment to the property owner or owner's representative;
- 6. A statement that all interested persons may appear at the meeting and provide public comment;
- 7. Copies of all written comments received and the attendance sign-up sheets from the neighborhood meetings shall be included in the application to the city;
- ☐ Other information as may be required by the planning director to assist in accurately assessing the conformance of the application with the standards for approval.
- ☐ Related Applications. Comprehensive plan amendments shall be processed separately from any other related project permit applications, including but not limited to site-specific rezone applications, except that related development descriptions may be submitted as described in subsection (C)(8) of this section.

This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections.