

## COMPREHENSIVE PLAN AMENDMENT PROCESS

### **PROCEDURES FOR ANNUAL REVIEW COMPREHENSIVE PLAN AMENDMENT REQUESTS:**

This packet provides the information and forms necessary to request an amendment to the Comprehensive Plan through the annual review process.

**A Plan Amendment** is the process of amending the 20 year Comprehensive Plan policies, text or maps to reflect a change in circumstances so that the revised plan more accurately reflects the current circumstances, as well as the vision of the City of Washougal.

### **CRITERIA:**

The burdens of proof that the criteria are met shall be the applicants. The criteria for Comprehensive Plan Amendments shall be as follows:

- A. Text and Policy Amendments: Amendments to the Comprehensive Plan text of policies shall be consistent with the procedural element (Chapter IX) of the Washougal Comprehensive Plan, as well as,
  1. Conditions addressed by the text or policy have changed substantially enough to warrant an alteration to the policy or text.
  2. The requested change would not be significantly detrimental to the health, safety and general welfare of the city as a whole.
- B. Plan Map Amendments: Amendments to the Comprehensive Plan map shall be consistent with the criteria listed in the Procedural Element (Chapter IX) of the Comprehensive Plan.

Plan amendment requests are considered as a Type IV land use action. Following are the application steps, procedures and time lines for processing a plan amendment through the annual review process:

### **PROCEDURES:**

- The applicant shall submit for a Pre-application Conference in accordance with WMC 18.94. At the conference, the Planning and Development Director will indicate to the applicant whether the city will support the request or not, why, and/or suggest alternatives to the request which may be consistent with the Comprehensive Plan and the criteria for a Plan Amendment.
- Within one month of the Pre-application Conference, the applicant shall submit a formal application for a Plan Amendment.

Plan text, policy or map changes shall be considered as a Type IV land use action, subject to the following:

- (1) Proposed comprehensive plan amendments shall be considered collectively, once annually, consistent with the following schedule:
  - (a) Between September 1st and September 15th, the director shall publish two notices that applications for plan amendments will be accepted.
  - (b) Between October 1st and October 31st, the director shall accept applications for Preapplication conferences on plan amendments.
  - (c) Between November 1st and November 30th, the director shall hold conferences.
  - (d) Between December 1st and December 31st, the director shall accept formal applications. (e) Between January 1st and February 15th, the amendment requests shall be heard by the planning commission.
  - (f) Between February 15th and March 15th, the planning commission recommendations on plan amendments shall be forwarded to city council for final consideration.

The above time line is advisory only and does not bind the city. However, the director shall make every effort to adhere to these time lines.

### **PLAN AMENDMENT APPLICATION REQUIREMENTS**

The following is a checklist of the required information for submitting an **ANNUAL REVIEW PLAN AMENDMENT** application. Applications will not be processed until **ALL** of the following information is submitted and determined to be technically complete.

1. APPLICATION FORM completed and signed by owner(s) of record, or their authorized representative. If signed by an authorized representative, a letter of authorization signed by the owner of record identifying an authorized representative to act on their behalf shall accompany the application.
2. One (1) copy of the PRE-APPLICATION CONFERENCE SUMMARY, if completed, and a description of information submitted in response to any issues, comments, and concerns in the summary.
3. A site/vicinity map. The map should show the location of the site by sections, township and range and legal description sufficient to define the location and boundaries of the subject parcel.
4. Proof of ownership (copy of a recorded deed), or a copy of the recorded deed and a letter of authority to act on behalf of the owner.
5. ENVIRONMENTAL CHECKLIST (if required) by SEPA. Determination will be made during the Preapplication review or technically complete review.

6. THE CURRENT LIST OF NAMES AND ADDRESSES of all property owners within 500 feet of the boundary of the subject property, as shown upon the Clark County Assessor's records. The list shall be dated and certified as a complete list of abutting owners *by the Assessor's office, Surveyor, or Title Company*. For purposes of notification, abutting shall include parcels within 500 feet across a right-of-way or easement from the property that is subject to the application. You must also provide this list TYPED ON SELF-ADHESIVE LABELS (include owner, applicant, and contact person). A list is considered current if the certification date is within thirty (30) days of the application.
7. Provide a WRITTEN NARRATIVE and attach EXHIBITS which demonstrate that the proposed Plan Amendment complies with the following criteria:
  - A. Map amendments may be approved only when it is shown by the proponent (county is proponent for five year updates; the city is the proponent for city initiated amendments; a property owner(s) or an interested person(s) is proponent for annual plan map change applications) that the supply of available land in the requested plan designation may be insufficient to accommodate anticipated growth. Criteria used to determine where, when and how much land in a specific land use category should be added are:
    1. The amendment shall be consistent with the state Growth Management Act and the following adopted plans: Washougal Comprehensive Plan, Community Framework Plan, County Comprehensive Plan, applicable Capital Facilities Plans and official population growth forecast.
    2. The amendment shall meet the location criteria for the requested designation, as set forth in the adopted 20-year Comprehensive Plan.
    3. Except for industrial amendments, demonstrate that conditions have substantially changed since Plan adoption and the Plan Amendment/Rezone must bear a substantial relationship to the public health, safety morals or welfare.
    4. The proponent must demonstrate that the full range of urban public facilities and services can be adequately provided in an efficient and timely manner. Such services include water, sewage, storm drainage, transportation, fire protection and schools.
    5. The requested change will not impact the character of the area to the extent that further plan map amendments will be warranted in future annual reviews unless the scope of the amendment is expanded. The city or county may expand the scope of any annual review.

**PLAN AMENDMENT FEE SCHEDULE**

*The following fees are required for submittal of a plan amendment request. These fees are to be paid at the time of application.*

Plan Amendment and Rezone:	\$ 3,675.00
Plan and Zoning Code Text Amendment	\$ 2,625.00
Environmental Checklist Review (SEPA): (IF APPLICABLE)                      \$420.00	<u>\$</u>
	<b>TOTAL        \$</b>

Questions regarding any of the above may be directed to Planning and Development Department, 1701 "C" Street, Washougal, WA 98671, (360) 835-8501.

**CITY OF WASHOUGAL  
PLAN AMENDMENT APPLICATION FORM**

**PROJECT TITLE:** \_\_\_\_\_

**DESCRIPTION OF PROPOSAL:**  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT**

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

**PROPERTY OWNER** (list multiple owners separately)

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

**CONTACT PERSON** (list if not the same as APPLICANT) **FAX # for contact:** \_\_\_\_\_

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

**LOCATION OF PROJECT:**

**Site Address** **Cross Street** \_\_\_\_\_

**Serial #s of parcels included:** \_\_\_\_\_

**Comp Plan Designation:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_ **Overlay Zone(s):** \_\_\_\_\_

\_\_\_\_\_ **1/4 of Sec:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_

**Total Acreage of Original Parcel(s):** \_\_\_\_\_

**AUTHORIZATION**

Under penalty or perjury by the laws of the State of Washington, the undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. The information on and accompanied by this application is certified by me to be true and correct under the penalty of perjury by the laws of the State of Washington.

\_\_\_\_\_  
Authorized Signature (Letter of authorization required if other than property owner) Date

SUBMIT THIS APPLICATION TO THE PLANNING AND DEVELOPMENT DEPARTMENT AT CITY HALL, 1701 "C" STREET, WASHOUGAL, WA (360) 835-8501.