



Comprehensive Plan Policy/Zoning Map

Amendment Application Checklist

Planning & Development Services · 1800 Continental Place · Mount Vernon WA 98273
voice 360-336-9410 · fax 360-336-9416 · www.skagitcounty.net/planning

Applications must be received by the last business day of July for docketing in the same year. Applications received after July will not be considered until the following year's docket.

Applications to change a municipal urban growth area boundary must be submitted by the applicable municipality. Individual applications to change urban growth area boundaries are not accepted.

All Applicants Must Submit the Following:

Fact Sheet

The fact sheet must be fully completed, signed, dated and submitted prior to the last business day of July.

Completed Questionnaire (See pages 3 and 4)

SEPA Checklist

Note: The SEPA checklist and fee, if required, are due upon request from the Department if the Board of County Commissioners grants approval of this application for further consideration during docketing.

Applicants for Map Amendments Must Also Submit the Following:

Assessor's Map

A copy of the Skagit County Assessor section map including the subject parcel(s), full scale (18" x 24") or letter size (8.5" x 11). Full scale maps can be purchased from the Assessor's Office. **Please identify the subject parcel(s).**

Land Use Map

A map showing the subject property or properties with property lines identified and the Comprehensive Plan/Zoning designations of all properties within 500 feet of the site.

Requirements for site-specific map amendments only:

A site-specific map amendment is one that "applies to a specific number of parcels which are in readily identifiable ownership or is in conjunction with an identifiable development proposal." (SCC 14.08.020(6))

Fees \$ _____ SEPA \$ _____

Note: For review that requires more than 80 hours of staff time, the applicant will be billed at the hourly rate as shown on the fee schedule.

This application may be considered complete without payment of the SEPA fee. The SEPA fee is due upon request from the Department if the Board of County Commissioners grants approval of this application for further consideration during docketing.

Ownership Certificate

A signed and notarized ownership certificate is required.

Lot of Record Certification

Note: Certification is not required for policy or area-wide map amendment.

Applicants for a Change to Commercial or Industrial Designations Must Also Submit the Following:

Commercial / Industrial Phasing Plan (Optional - See SCC 14.08.020(7)(c)(iii))

Site Plan

A site plan drawn to scale of not less than 1" = 40' clearly showing dimensions of all property lines; location and dimensions of existing structures, proposed buildings and additions; access points; off street parking/ existing and proposed landscaping; location of sewer lines and connections, or septic tank and drain field including the distances from all structures (existing and proposed) from property lines and each other.

Submittals on 8.5" x 11" paper preferred, 11" x 17" maximum.

Date Received:

Accepted by

Permit Number

Zoning / Setbacks

Flood Plain / Floodway

Shoreline

Notes:

INSTRUCTIONS

Please complete Sections 1 through 4 of this application packet. Attach other required forms or information as necessary. For information on general requirements, application review process, and frequently asked questions turn to Sections 5 & 6 of this packet.

APPLICATION TYPE [Please check the appropriate box below]

- Policy Amendment [A change to one or more comprehensive plan policies]
- Map Amendment [A change to a comprehensive plan/zoning designation]
 - Check this box if you are proposing a site-specific map amendment proposal, as defined under SCC 14.08.020(6).
 - Check this box if you are proposing to change your property to a commercial or industrial designation/zoning district. If the phasing option is chosen under SCC 14.08.020(7)(c)(iii), a phasing plan must be submitted as part of this application.
- Rezone [A change from one zoning designation to another within the same Comprehensive Plan Designation – rezones are only available within a UGA]

PERSONAL INFORMATION [Please Print]

Applicant/Contact _____

Mailing Address _____

City _____ State _____ Zip _____ Email Address _____

Phone _____ Alt Phone _____ Fax _____

Are you the owner of the subject property? Yes No [if yes, complete Section 4, Ownership Certification]

If no, please indicate your interest in the subject property [e.g. neighbor, community resident, interested citizen, etc.]

Property Owner _____

Mailing Address _____

City _____ State _____ Zip _____ e-mail _____

Phone _____ Alt Phone _____ Fax _____

PROPERTY INFORMATION [Site-specific map amendment proposals only]

Site Address or General Property Description – [Attach separate sheet if necessary]:

Assessor Parcel number(s) _____

Section _____ Township _____ Range _____ Acreage/Lot Dimensions _____

Existing Zoning Designation _____ Requested Zoning Designation _____ [see Section 3]

By signing this form, the applicant agrees to pay all application fees in accordance with the approved Planning and Development Services fee schedule. If the application is approved for further consideration by the Board of County Commissioners, the applicant may be required to submit a State Environmental Policy Act (SEPA) checklist and related fees. Applicants are encouraged to consult with Department staff in advance of application submittal to review all submittal requirements. Payment of fees does not guarantee final approval. The applicant acknowledges that a completed application must be submitted by the close of business on the last business day of July of each year. Incomplete applications will be returned to the applicant.

APPLICANT SIGNATURE: _____ **DATE:** _____

Section 3 Questionnaire

Prior to submittal, please answer all of the questions below that are applicable to your proposal. Provide your answers on separate attached sheets and reference the question numbers in your answer. Include maps, graphics and other information as necessary. Please be thorough. Incomplete or misleading information may cause unwarranted delays in processing and/or denial of the application. Answering these questions will require an understanding of the applicable provisions of the Skagit County Comprehensive Plan and Skagit County Code Title 14. Both are available at Skagit County Planning & Development Services or online at www.skagitcounty.net. **All Applicants** must answer the following:

1. Please provide a detailed statement of what is proposed to be changed and why. Include suggested amendatory language to the Comprehensive Plan, if applicable. For proposed map amendments to a commercial or industrial designation, include additional information relating to the proposed commercial or industrial use.
2. Has there been a change in circumstances pertaining to the Comprehensive Plan or public policy that would justify this proposal? Or, in the case of site-specific Comprehensive Plan/Zoning map amendments, has there been a change in circumstances pertaining to the subject property that is beyond the control of the landowner?
3. For policy and map amendments, what do you anticipate will be the impacts resulting from the proposed change in a policy or map amendment? What geographic areas may be affected? What other issues do you anticipate as a result of the proposal? (Note: If this application is approved for further consideration by the Board of County Commissioners, you may also be required to submit a State Environmental Policy Act (SEPA) checklist, which would require a more detailed analysis of the potential impacts, if any, of your proposal.)
4. For policy and/or comprehensive plan/zoning map amendments, please state why existing Comprehensive Plan policies or map designations should not continue to be in effect or why they no longer apply.
5. How would the proposal comply with the community vision statements, goals, objectives, and policies of the Comprehensive Plan? (The community vision statements are discussed in Chapter 1 of the Comprehensive Plan. Goals, objectives and policies are described in Chapter 2, and are found throughout the Comprehensive Plan.)
6. How is this proposal supported by functional plans and Capital Facility Plans? In other words, would the proposed policy, designation and/or land use be consistent with the capital improvement plans of the various service purveyors (water, roads, fire, parks, schools, etc.) and not adversely affect their ability to provide these services.
7. How would this proposal affect implementing land-use regulations found in Skagit County Code Title 14? What changes would be necessary to bring the implementing land-use regulations into compliance with the Comprehensive Plan as proposed to be amended? (For example, a proposed new policy relating to historic preservation may require corresponding zoning code amendments to regulate the use and reuse of historic structures.)
8. What measures have you taken to solicit public review or inform the public of this proposal? Please provide a summary of any public review received.

Applicants for Map Amendments must also answer the following:

9. Describe how the proposed map change complies with applicable land-use designation criteria for the requested designation in the Urban, Open Space & Land Use Element, Chapter 2; the Rural Element, Chapter 3; or the Natural Resource Lands Element, Chapter 4, of the Comprehensive Plan.
10. Provide a detailed statement of how the proposal meets the detailed standards in SCC 14.16 applicable to the proposed zone.
11. For Urban Growth Area Boundary changes, demonstrate how your proposal will be supported by and dependent on population forecasts and allocated urban population distributions, existing urban densities and infill opportunities, phasing and availability of adequate services, proximity to designated natural resource lands and the presence of critical areas, consistent with the requirements of SCC 14.08.020(5). (Note: Only affected jurisdictions may apply for urban growth area boundary changes. Applications from individuals are not accepted.)
12. Any proposed natural resource land map designation changes shall recognize that natural resource land designations were intended to be long-term designations and shall further be dependent on 1 or more of the following:
 - (a) A change in circumstances pertaining to the Comprehensive Plan or public policy.
 - (b) A change in circumstances beyond the control of the landowner pertaining to the subject property.
 - (c) An error in initial designation.
 - (d) New information on natural resource land or critical area status.

Applicants for a Commercial or Industrial Designation must also include the following:

13. Please attach a proposed schedule of development, or a development phasing plan, as appropriate (see SCC 14.08.020(7)(c)(iii)).

Section 4

Ownership Certification

Required for site-specific map amendment proposals only.

I, _____, hereby certify that I am the major property owner or officer of the corporation owning property described in the attached application, and I have familiarized myself with the rules and regulations of Skagit County with respect to filing this application, and that the statements, answers and information submitted present the argument on behalf of this application and are in all respects true and correct to the best of my knowledge and belief.

Address _____

City and State _____ Phone _____

Signature _____ for _____
(give corporation or company name)

ACKNOWLEDGMENT

State of Washington)
 ss.)
County of Skagit)

On this day personally appeared before me _____

known to be the individual described in and who executed the within and foregoing instrument and acknowledged to me that _____ signed the same as _____ free and voluntary act and deed for the uses and purposes therein mentioned.

Notary Public in and for the State of Washington

Residing at _____

Date: _____

Other property owners in this application must be listed below:

Name _____

Address _____ City/State _____ Zip _____

Section 5 General Requirements

1. Under the Growth Management Act (RCW 36.70A), the County may only amend its comprehensive plan once annually (with few exceptions). All proposals are considered together so the cumulative effect of the various proposals can be determined. It is important that amendments to the Comprehensive Plan retain the broad perspectives articulated in the community vision statements, satisfy the goals, objectives and policies of the Plan, and remain consistent with the intent of the Growth Management Act. Amendments must be supported by factors including changes in population, land capacity, economic indicators, changes in technology, omissions or errors, or declared emergency.
2. Amendments to the Comprehensive Plan, Comprehensive Plan/Zoning Map and Unclassified Use Permits must conform to the requirements of the Growth Management Act (RCW 36.70A), the Planning Enabling Act (RCW 36.70), Skagit County Code, the Skagit County Comprehensive Plan, Countywide Planning Policies, and all other applicable federal, state, and local laws, standards and polices.
3. In addition to the general requirements indicated above, specific submittal requirements and approval criteria may be found as follows:
 - ✓ Comprehensive Plan Chapter 2 – Urban, Open Space and Land Use Element
 - ✓ Comprehensive Plan Chapter 3 – Rural Element
 - ✓ Comprehensive Plan Chapter 4 – Natural Resource Lands Element
 - ✓ Comprehensive Plan Chapter 12 – Plan Implementation and Monitoring
 - ✓ SCC 14.08 – Legislative Actions
 - ✓ SCC 14.12 – SEPA
4. Applications will be accepted until the close of business on the last business day of July. Applications received after the last business day of July will not be considered until after July of the following year.
5. Incomplete applications will be returned to the applicant. It is recommended that the petitioner request a pre-submittal meeting with Planning and Development Services, well in advance of the deadline, to discuss amendment requirements and procedures.
6. Completed applications will be reviewed by Planning & Development Services and submitted to the Board of County Commissioners with a recommendation as to which of the applications the Department recommends for further consideration by the County. The Board of County Commissioners will hold a public hearing to allow comments on the recommendations. At a subsequent public meeting the Board of County Commissioners will consider the Department recommendation and public comment, and decide whether to proceed with further review of each application.
7. If an application is not approved by the Board of County Commissioners for further consideration, it will not be reviewed further. All applications approved by the Board of County Commissioners for further consideration will be subject to further review under SEPA and then forwarded to the Skagit County Planning Commission for public hearing(s). Thereafter, a recommendation will be forwarded to the Board of County Commissioners for their review and final action.
8. Upon Board of County Commissioners approval for further consideration, applicants for site-specific amendments and unclassified use permits shall complete and submit any required environmental checklists along with the appropriate fees. The Planning and Development Services will issue an environmental threshold determination after receipt of the environmental checklist(s). Costs for SEPA review related to individual site-specific applications will be charged to the individual applicant.
9. The final decision on all applications rests with the Board of County Commissioners and will take the form of a single ordinance listing whether each individual application has been approved or denied, and setting forth the appropriate findings of fact and/or application-specific conditions, if necessary. All applicants, whether approved or denied, will be notified of the final decision.

Section 6 Frequently Asked Questions

When may I submit my application?

You may submit a completed application at any time during the year, up to the last business day of July. Clerical processing and review for completeness will be conducted for each application as they are received. However, the substantive review of all applications will not begin until after the application deadline. All applications will be considered together in order to assess the cumulative effect of the various proposals.

What if I cannot complete my application before the last business day of July?

It is recommended that the petitioner request a pre-submittal meeting with the Planning and Development Services, well in advance of the deadline, to discuss application requirements and procedures. Applications received after the last business day in July will not be processed until after July of the following year.

Will I be required to pay a rezone fee along with my request for a Comprehensive Plan map amendment?

No. Rezones are processed in conjunction with, and subject to the fees for a Comprehensive Plan amendment.

Will my fees be refunded if my application is not approved for further review?

If an application is not approved for further review under SCC 14.08.030(2), or when an application is withdrawn or returned before such a preliminary decision is made, a refund of not more than 80% may be authorized by the Planning and Development Services Director. Refunds must be requested in writing within 180 days of the date the fee is collected.

Will my fees be refunded if my petition is denied?

No.

Is a lot certification always required?

If you are proposing only to amend Comprehensive Plan policies, or are proposing an area-wide Comprehensive Plan/Zoning map designation amendment you will not be required to submit a lot certification. In all other cases, a lot certification is required.

Does approval for further review (docketing) guarantee approval of my request?

No. Docketing of an amendment is procedural only and does not constitute a decision by the Board as to whether the amendment will ultimately be approved.