



Planning & Development Department  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street  
Auburn, Washington 98001-4998  
Tel: 253.931.3090  
Fax: 253.804.3114  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)  
[www.auburnwa.gov](http://www.auburnwa.gov)

---

# **AUBURN CITY CODE TEXT AMENDMENT – INTRODUCTION**

---

## **LEGISLATIVE NON-PROJECT**

### **What does Legislative Non-project refer to?**

Legislative non-project decisions are decisions made by City Council under its authority to establish policies and regulations. City-wide or area-wide rezones fall under this category.

### **What is a Text Amendment?**

A text amendment changes language within the Auburn City Code, such as development standards, permitted uses, or new sections of code.

### **Do I have to file a Comprehensive Plan Map Amendment when I apply for a Text Amendment?**

Not necessarily. As required by the Growth Management Act, development regulations such as zoning must be consistent of the City’s Comprehensive Plan. Depending on the nature of the code text amendment, policies within the Comprehensive Plan may need to be amended or new policies created to support a change to the Auburn City Code.

### **How do I file a Comprehensive Plan Map Amendment?**

Please consult the Comprehensive Plan Text Amendment Application Packet and ACC 14.22 for more information.

### **Who may initiate a Text Amendment?**

1. The city council, or planning and development committee of the city council, upon its own motion may request the planning commission to conduct a public hearing to amend any portion or all of this title; provided, that text amendments that are purely administrative or procedural do not require a public hearing, nor do they require preliminary review or recommendations of the planning commission;
2. The planning commission may upon its own motion call for a public hearing to amend any portion or all of this title, with the exception of purely administrative or procedural amendments;
3. Any resident or property owner of the city may petition the city to request an amendment to the text of this title.

### **What is SEPA and how does it apply to text amendments?**

Text amendments may be subject to compliance with the Washington State Environmental Policy Act (SEPA) based on the presence of environmentally critical areas; projects that exceed specific thresholds (e.g. grading, number of dwelling units, timber removal, size of building); projects that require licensing for air emissions or discharges to water; or other factors. WAC 197-11-800 provides the specific thresholds which determine whether SEPA is required. If subject to SEPA, an environmental checklist application must be submitted with the application. After the Notice of Application comment period expires, the Planning Director – who is the City’s SEPA Responsible Official - issues a SEPA threshold determination (TD), or other SEPA decision as provided in ACC 16.06, RCW 43.21 and WAC 197-11. The SEPA decision is final unless the TD is appealed or the City revises the TD based on further comments during the appeal period.

**QUESTIONS? PHONE 253.931.3090 or E-MAIL [permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)**

---

## **AUBURN CITE CODE TEXT AMENDMENT – INTRODUCTION [CONTINUED]**

---

If the SEPA Responsible Official issues a Determination of Significance (DS) because of probable significant impacts by the proposal, an Environmental Impact Statement (EIS) will be required before the City makes any decision on this application.

### **What is the text amendment process?**

1. Planning Director reviews application/**determines consistency with comprehensive plan** → Planning Commission holds a public hearing and makes a recommendation to the City Council → City Council affirms, modifies, or disaffirms the text amendment;

Or,

2. Planning Director reviews application/**determines conflicts with comprehensive plan or no applicable/complete policies regarding text amendment** → Planning Commission holds public hearing/issues recommendation → City Council affirms, modifies, or disaffirms text amendment **and** comprehensive plan amendment.

### **How long before I am notified if my application is complete?**

At the time you submit an application, you must submit all of the written and graphic information listed in this application under “Rezone Application Submittal Checklist”: Within 28 calendar days of receiving your application, City staff will determine if the application is complete based on the attached checklist. If your application is complete you will be notified in writing by City staff. If your application is not complete, you will receive a letter from City staff detailing required information to make your application complete.

### **How long before I know the Comprehensive Plan map amendment has been approved or denied?**

Current City code requires that all land use decisions be made within 120 days from the date of a complete application submittal, unless an applicant agrees to extend the processing of his/her application longer than 120 days.

If applicable to the text amendment application, concurrent comprehensive plan amendment applications received within the annual review cycle will be forwarded to the City of Auburn Planning Commission for public hearing in Fall. Following the Planning Commission public hearing and recommendation, the City Council will consider the amendments. Final action by the Auburn City Council typically occurs during the month of December.

**PLEASE NOTE:** Applicants are responsible for complying with all City Codes and ordinances; and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.

**QUESTIONS? PHONE 253.931.3090 or E-MAIL [permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)**



**CITY OF AUBURN**  
 Planning & Development Department  
 Auburn City Hall Annex, 2<sup>nd</sup> Floor  
 1 East Main Street  
 Auburn, Washington 98001-4998  
 Tel: 253.931.3090  
 Fax: 253.804.3114  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)  
[www.auburnwa.gov](http://www.auburnwa.gov)

OFFICE USE ONLY

**FILE #:** \_\_\_\_\_  
**FILE NAME:** \_\_\_\_\_  
 \_\_\_\_\_  
 TYPE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_  
 FEES PAID: \_\_\_\_\_ CHECK/CASH: \_\_\_\_\_  
 SUBMITTAL DATE: \_\_\_\_\_  
 LAND USE DESIGNATION: \_\_\_\_\_

**CITY CODE TEXT AMENDMENT APPLICATION**

**APPLICANT:**  Use mailing address for meeting notification.       Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
 (Signature Required)

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
 (Signature Required)

**PROPERTY OWNER(S):**  Attach separate sheet if needed.       Check box if Primary Contact

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
 (Signature Required)

**Note: Applicant or representative must have property owner's consent to file this application form in order for it to be accepted**

**PROPERTY INFORMATION (REQUIRED)**

SITE ADDRESS: _____			EXISTING USE OF SITE: _____
ASSESSOR'S PARCEL ID#	LOT SIZE	ZONING DISTRICT	_____
_____	_____	_____	_____
_____	_____	_____	PROPOSED USE OF SITE: _____
_____	_____	_____	_____
_____	_____	_____	_____
AREA TO DEVELOPED (s.f.): _____			



**CITY OF AUBURN**

Planning & Development Department  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street  
Auburn, Washington 98001-4998  
Tel: 253.931.3090  
Fax: 253.804.3114  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)  
[www.auburnwa.gov](http://www.auburnwa.gov)

**TEXT AMENDMENT  
APPLICATION**

---

**CITY CODE TEXT AMENDMENT – LETTER OF  
AUTHORIZATION**

---

**(A copy of this letter must be submitted for each property owner involved)**

I, \_\_\_\_\_ declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I [ ] have not appointed anyone, or [ ] have appointed \_\_\_\_\_ , to act as my agent regarding this application.
3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney’s fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
City and State where signed

\_\_\_\_\_  
Address



**CITY OF AUBURN**

Planning & Development Department  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street  
Auburn, Washington 98001-4998  
Tel: 253.931.3090  
Fax: 253.804.3114  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)  
[www.auburnwa.gov](http://www.auburnwa.gov)

**TEXT AMENDMENT  
APPLICATION**

---

**CITY CODE TEXT AMENDMENT – CONCURRENT  
APPLICATIONS**

---

Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications  
(administrative decisions made  
by the city which are not subject  
to environmental review under  
the State Environmental Policy  
Act [SEPA]):**

- Administrative Use Permit
- Boundary Line Adjustment
- Boundary Line Elimination
- Building Permit
- Excavation Permit
- Floodplain Development Permit
- Grading Permit
- Home Occupation Permit
- Land Clearing Permit
- Mechanical Permit
- Plumbing Permit
- Public Facility Extension Agreement
- Right-of-way Use Permit
- Short Subdivision
- Special Permit
- Temporary Use Permit (administrative)
- Utility Permit

**Type II Applications  
(administrative decisions  
made by the city which  
include threshold  
determinations under  
SEPA):**

- Administrative Use Permit
- Building Permit
- Floodplain Development Permit
- Grading Permit
- Land Clearing Permit
- Public Facility Extension Agreement
- Short Subdivision

**Type III Applications  
(quasi-judicial final  
decisions made by the  
hearing examiner  
following a  
recommendation by staff:**

- Conditional Use Permit
- Preliminary Plat
- Special Exceptions

- Special Home Occupation Permit
- Substantial Shoreline Development Permit
- Surface Mining Permit
- Temporary Use Permit
- Variance

**Type IV Applications  
(quasi-judicial decisions  
made by the city council  
following a  
recommendation by the  
hearing examiner):**

- Rezone (site-specific)

**OTHERS - as may apply:**

- SEPA
- SHORELINE EXEMPT
- \_\_\_\_\_
- \_\_\_\_\_



**CITY OF AUBURN**

Planning & Development Department  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street  
Auburn, Washington 98001-4998  
Tel: 253.931.3090  
Fax: 253.804.3114  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)  
[www.auburnwa.gov](http://www.auburnwa.gov)

**TEXT AMENDMENT  
APPLICATION**

---

**CITY CODE TEXT AMENDMENT – SUBMITTAL CHECKLIST**

---

***DIGITAL COPIES OF WRITTEN MATERIALS & GRAPHICS***

Please provide a labeled readable compact disc(s) containing digital versions of all submitted written materials and plans and graphics for use by the City of Auburn during the rezone review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Written materials should be submitted to be compatible with Microsoft Office desktop software products. Plans and graphics should be submitted in *pdf* or *tif* format.

***APPLICATION FEES - Make checks payable to the City of Auburn***

All application fees, including, but not limited to: Rezone, Environmental Review, and Public Notice Board Posting Fee. Some fees will not be invoiced until actual costs are known. Link to current fee schedule can be found @ <http://www.auburnwa.gov/forms>.

***WRITTEN MATERIALS – Total of ten (10) copies unless otherwise noted***

- A. **APPLICATION FORM** Provide a **completed** application form signed by the property owner(s) and/or applicant with the completed Application Submittal Checklist. (**One [1] original and 9 copies**)
- B. **LETTER OF AUTHORIZATION** Provide a letter of authorization to act contained with this application packet inclusive of all required signatures.
- C. **CONCURRENT APPLICATIONS FORM** Identify applications that are being submitted concurrent with the map amendment application. Make sure to mark off rezone and SEPA (if applicable).
- D. **WRITTEN STATEMENT** about how the proposed text amendment complies with following decision criteria:
  1. The intent of the zoning code and the comprehensive plan of the City. Is the text amendment consistent with the comprehensive plan?
  2. Reason/purpose for the proposed text amendment.

- E. **LEGAL DESCRIPTION** – Provide on a separate sheet a legal description of the property(ies) upon which zoning will change. The legal description shall be prepared by a professional land surveyor registered in the State of Washington.
- F. **SEPA CHECKLIST.** Submit a **completed** environmental checklist together with the Supplemental Sheet for Non-Project Actions and any supporting documentation, such as a critical areas report (see below), or information to address potential or known environmental impacts resulting from the proposal.

**PLANS & GRAPHICS - Total of ten (10) copies unless otherwise noted**

- A. **SCALE & LEGIBILITY** All plans, except architectural elevations, should be to scale (engineering scale) and drawn on **24" x 36"** reproducible Mylar or similar paper at a scale no less than **1"=50'**. An index sheet, in above-specified size, is required for multi-sheet submittals. All plans should be folded to fit a legal size file jack.
- B. **VICINITY MAP** sufficient to define the parcel's location and boundaries including, but not limited to:
- 1. Parcel number of the property for proposed rezone;
  - 2. North arrow, graphic scale, and date plan was prepared;
  - 3. Location and boundaries of existing and proposed land use and zoning designations;
- C. **SITE PLAN:**
- 1. North arrow, graphic scale, and date plan was prepared;
  - 2. Boundaries and dimensions of the property;
  - 3. Acreage of the property;
  - 4. Adjacent public streets;
  - 5. Existing and proposed easements and such easements' purposes;
  - 6. Location and size of all existing and proposed utilities, including sewer, storm drainage, and water lines lying within or adjacent to the property
  - 7. If known, Location and height of buildings and structures, existing and proposed, with setbacks;
  - 8. If known, Location and layout of off-street parking, loading, and unloading areas;
  - 9. Location of walls and fences around the perimeter of the property, and an indication of their height and materials;
  - 10. If applicable, flood hazards, geological hazards (seismic, steep slope, landslide, erosion), groundwater protection areas, streams, significant trees, wetlands, and wildlife habitat.