



**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)

**COMPREHENSIVE PLAN TEXT AMENDMENT  
APPLICATION PACKET**

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# **COMPREHENSIVE PLAN TEXT AMENDMENT APPLICATION – INTRODUCTION**

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**APPLICATION DEADLINE IS FRIDAY, JUNE 8, 2018 AT 5:00 P.M.**

**What is the Comprehensive Plan?**

The City’s comprehensive plan encompasses the goals, objectives, and policies intended to guide the City’s future physical development. The comprehensive plan map applies the aforementioned goals, objectives, and policies to the various areas of the City.

**Who may file text amendments to the Comprehensive Plan?**

Individuals, organizations, partnerships, corporations, and public agencies are eligible to submit applications for a comprehensive plan map amendment.

**How often is the Comprehensive Plan text amended?**

The comprehensive plan is to be amended no more than once per annual cycle and no less than once every seven years. Exceptions to the annual cycle for amendment can be found under Section C of Auburn City Code (ACC) 14.22.060.

**How else can the Comprehensive Plan text be amended?**

Any non-site specific comprehensive plan amendment may be submitted, no fees attached, at any time to the Planning Director, who will maintain a list, called the Docket, suggesting changes to or identifying deficiencies within the comprehensive plan. Taking into consideration also, the assessment of the comprehensive plan (based on standards outlined in Section A of ACC 14.22.070), the Planning Director will annually confer with City Council and/or the Planning and Development Committee and decide whether or not to move forward with considering the proposed amendments for adoption. See ACC 14.22.080 for more information on Docketing.

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

Comprehensive plan 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. 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.

Applications involving complex environmental issues, such as those requiring an EIS, may need to be considered during the following year’s amendment cycle.

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

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## COMPREHENSIVE PLAN TEXT AMENDMENT APPLICATION – INTRODUCTION [CONTINUED]

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**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 “Comprehensive Plan Amendment 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 amendment has been approved or denied?**

Comprehensive Plan amendments are submitted in June. Following completion of environmental review and the preparation of a staff recommendation, all comprehensive plan amendment applications received within the annual review cycle will be simultaneously forwarded to the City of Auburn Planning Commission for public hearing in the 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.



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OFFICE USE ONLY

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

**COMPREHENSIVE PLAN 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 (IF APPLICABLE)**

SITE ADDRESS: \_\_\_\_\_ EXISTING USE OF SITE: \_\_\_\_\_

ASSESSOR'S PARCEL ID#	LOT SIZE	ZONING DISTRICT	PROPOSED USE OF SITE:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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**COMPREHENSIVE PLAN TEXT AMENDMENT – LETTER OF  
AUTHORIZATION**

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**(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



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**COMPREHENSIVE PLAN TEXT AMENDMENT – CONCURRENT  
APPLICATIONS**

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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 \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



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**COMPREHENSIVE PLAN TEXT AMENDMENT – SUBMITTAL  
CHECKLIST**

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***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 amendment 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: Comprehensive Plan Text Amendment and Public Notice Board Posting Fee. Some fees will not be invoiced until actual costs are known. Current fee schedule can be found @ <http://www.auburnwa.gov/community/about/forms.asp> under “Fee Schedule”.

***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 SEPA (if applicable).
- D. **WRITTEN STATEMENT.** The comprehensive plan was developed and adopted after significant study and public participation. The principles, goals, objectives, and policies contained therein shall be granted substantial weight when considering a proposed amendment. Therefore, the burden of proof for justifying a proposed amendment rests with the applicant, who must demonstrate that the request complies with and/or relates to the following decision criteria:
  - 1. The proposed change will further and be consistent with the goals and objectives of the comprehensive plan and the plan will remain internally consistent;
  - 2. Whether the capacity to provide adequate services is diminished or increased;
  - 3. Assumptions upon which the comprehensive plan is based are found to be invalid;



## COMPREHENSIVE PLAN TEXT AMENDMENT APPLICATION

4. A determination of change or lack of change in conditions or circumstances has occurred since the adoption of the latest amendment to the specific section of the comprehensive plan that dictates the need for a proposed amendment;
5. If applicable, a determination that a question of consistency exists between the comprehensive plan and Chapter 36.70A RCW, the countywide planning policies for either King and/or Pierce County, as appropriate, and Vision 2040: Growth and Transportation Strategy for the Puget Sound Region;
6. Describe the proposed text amendment, indicating the exact nature of the change sought. If possible, provide suggested text language. Also, if the proposal is to amend or delete existing text, include the applicable Comprehensive Plan citation and use underline to indicate new text and ~~strikeout~~ for text proposed for deletion.
7. Describe why the text amendment is being proposed. Identify the anticipated benefits to making the change.
8. Attach any additional information that supports your request.

- E. **SEPA CHECKLIST.** If applicable, submit a **completed** environmental checklist together with any supporting documentation, such as a critical areas report (see below), or information to address potential or known environmental impacts resulting from the proposal.