



CITY OF AUBURN

Planning & Development Department
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COMPREHENSIVE PLAN MAP AMENDMENT APPLICATION PACKET

COMPREHENSIVE PLAN MAP AMENDMENT APPLICATION – INTRODUCTION

**Due to State & City laws limiting amendments to once a year,
the city must establish an application deadline - please see City website for deadline information.**

What is the Comprehensive Plan Map?

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 a map amendment to the Comprehensive Plan?

Individuals, organizations, partnerships, corporations, and public agencies are eligible to submit applications for a comprehensive plan map amendment. For property-specific proposals the property owner's permission is required. **Applicants are encouraged to submit applications earlier than the deadline to increase likelihood of consideration in this year's amendment cycle.**

How often is the Comprehensive Plan Map amended?

In accordance with state law, 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 Auburn City Code (ACC) 14.22.060, Section C.

How else can the Comprehensive Plan Map 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 decide whether or not to consider the proposed amendments for adoption. See ACC 14.22.080 for more information on Docketing.

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

Comprehensive plan map amendments requiring rezones are subject to compliance with the Washington State Environmental Policy Act (SEPA) regardless of 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. An environmental checklist application must be submitted with the application. 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.

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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 be delayed and need to be considered during the following year's amendment cycle.

Why is a Rezone application required to be submitted concurrently with a Comprehensive Plan map amendment application?

Amendments, by nature, change the land use designation of a specific parcel(s) of land on the Comprehensive Plan Map. The City's Zoning Code serves as the primary implementation instrument of the land use designations outlined in the Comprehensive Plan Map. As such, zoning designations must also be altered upon approval of a Comprehensive Plan map amendment in order to maintain consistency between the zoning of the affected parcels and its designated land use per Comprehensive Plan Map. If more than one zoning designation may be implemented for Comprehensive Plan map designation, the application must specify what zone designation is desired.

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 Map Amendment Application Submittal Checklist": 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 most 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. However, comprehensive plan amendments are not subject to this timeframe.

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 forwarded to the City of Auburn Planning Commission for public hearing generally in August/September/October. 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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COMPREHENSIVE PLAN MAP AMENDMENT – SUBMITTAL CHECKLIST

DIGITAL COPIES OF WRITTEN MATERIALS AND PLANS & GRAPHICS.

Provide electronic files of all submitted written materials and plans and graphics for use by the City of Auburn during the development review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Documents totaling less than 20 MBs may be attached to the email submittal to applications@auburnwa.gov. If total file size is more than 20 MBs then email only the application form to applications@auburnwa.gov, you will then be contacted with a link to upload all of the documents to Dropbox. Please allow until the end of the following business day for a Permit Technician to contact you with further instructions and to arrange payment and complete the intake process.

PDF REQUIREMENTS.

All documents shall be submitted in *unsecured* and *flattened* PDF format. Each document shall be separate PDF documents and clearly named (common acronyms are OK, e.g. *SSP* – Stormwater Site Plan/Report, *Geotech* – Geotechnical Report, *TIA* – Traffic Impact Analysis/Study/Memo, *CAR* – Critical Areas Report). Example: Smith Building – Prelim SSP.pdf

WRITTEN MATERIALS

- A. **APPLICATION FORM** Provide the completed Master Land Use Application Form.
- B. **LETTER OF AUTHORIZATION** Provide the completed Letter of Authorization Form.
- C. **CONCURRENT APPLICATIONS** Check all that apply on the Master Land Use Application Form.
- 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;



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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. If the request is to change the land use designation of a specific property on the comprehensive land use map, the applicant must demonstrate one of the following:
 - a. The current land use designation was clearly made in error or due to an oversight;
 - b. The proposed land use designation is adjacent to property having similar or compatible designation, or other conditions are present to ensure compatibility with surrounding properties;
 - c. There has been a change in conditions since the current land use designation came into effect
7. Identify anticipated impacts from the proposed change.
8. Identify the implementing zoning designation to be requested
9. Discuss how the proposed change is consistent with the comprehensive plan designations of surrounding properties
10. Discuss how the adopted City of Auburn utility plans and capital improvement programs support the change.

E. **LEGAL DESCRIPTION** – Provide on a separate sheet a legal description of the property (ies) whose zoning will change due to the map amendment. The legal description shall be prepared by a professional land surveyor registered in the State of Washington.

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

G. **COMPREHENSIVE PLAN MAP APPLICATION SUBMITTAL CHECKLIST** – Addressing written materials and graphics.

PLANS & GRAPHICS

A. **SCALE & LEGIBILITY** All plans, except architectural elevations, should be to scale (engineering scale) and should have a maximum sheet size of **24" x 36"**, at a scale not less than **1"=50'**. Architectural elevations may be drawn to an architectural scale and should have a maximum sheet size of **24" x 36"**. All plans should be folded to fit a legal size file jack.

B. **VICINITY MAP** sufficient to define the amendment area's location and boundaries.

C. **SITE PLAN:**

1. North arrow, graphic scale, and date plan was prepared;
2. Boundaries and dimensions of the property(ies) proposed for land use change;



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- 3. Adjacent public streets;
- 4. Easements, existing and proposed;
- 5. Location and size of all existing and proposed utilities;
- 6. Location of all buildings, if known, including setbacks;
- 7. Location and layout of off-street parking, if known;
- 8. Points of access, interior streets, driveways, and parking areas;
- 9. Location of storm water quality/detention facilities;
- 10. Flood hazards, geological hazards (seismic, steep slope, landslide, erosion), groundwater protection areas, streams, significant trees, wetlands, and wildlife habitat.