



CITY OF AUBURN

Planning & Development Department
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COMPREHENSIVE PLAN TEXT AMENDMENT APPLICATION PACKET

COMPREHENSIVE PLAN TEXT 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?

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. **Applicants are encouraged to submit applications earlier than the deadline to increase likelihood of consideration in this year's amendment cycle.**

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.



COMPREHENSIVE PLAN TEXT AMENDMENT APPLICATION – INTRODUCTION [CONTINUED]

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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**COMPREHENSIVE PLAN TEXT 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
- 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. 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, or information to address potential or known environmental impacts resulting from the proposal.