



CITY OF AUBURN

Planning & Development Department
Auburn City Hall Annex, 2nd Floor
1 East Main Street
Auburn, Washington 98001-4998
Tel: 253.931.3090
Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

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.

COMPREHENSIVE PLAN MAP AMENDMENT APPLICATION – 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.

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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OFFICE USE ONLY

FILE #: _____
FILE NAME: _____

TYPE: _____ **RECEIVED BY:** _____
FEES PAID: _____ **CHECK/CASH:** _____
SUBMITTAL DATE: _____
LAND USE DESIGNATION: _____

COMPREHENSIVE PLAN MAP 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.): _____	_____		



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**COMPREHENSIVE PLAN MAP 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



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COMPREHENSIVE PLAN MAP 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
- _____
- _____



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**COMPREHENSIVE PLAN MAP 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 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 Map 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 2010 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 (**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.** 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 MAP 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. 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 - Total of ten (10) copies unless otherwise noted

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;



COMPREHENSIVE PLAN MAP AMENDMENT APPLICATION

- 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.