SUBMITTAL CHECKLIST

Applications must include the items on this checklist, and the checklist, to be complete

This submittal checklist and application is for formal requests to change the comprehensive plan or development regulations pursuant to state law (RCW 36.70A.470) and Everett Planning Director Interpretation 2023-01.

For questions, or to submit an application, contact Karen Stewart at kstewart@everettwa.gov.

For all amendments	
☐ **1. Meeting with Planning Staff**	A pre-application meeting is required with Planning staff (Long Range Division) prior to submitting this application. To schedule a meeting contact Karen Stewart at **(425) 257-7186** or kstewart@everettwa.gov.
☐ **2. Applicant name and address**	*[Insert applicant name and address here]*
☐ **3. Other contacts** (if applicable)	*[Insert other contacts here]*
☐ **3. Amendment category**	Highlight all that would require amendment as part of the proposal: ○ Comprehensive plan – text, goals, objectives, policies ○ Comprehensive plan – land use map ○ Development regulations – Title 19 EMC ○ Development regulations – Zoning map ○ Development regulations – Maximum building height map ○ Development regulations – Street designation map
☐ **4. Narrative Statement and criteria**	Written statement describing the exact request, the reason for the request, and how the request meets applicable criteria. **Use Attachment A.**
☐ **5. Environmental Checklist**	Submit **one** completed and signed copy of the SEPA Environmental Checklist **and** Optional Worksheet for Non-Project Review, available on Ecology's website: https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-document-templates
For site-specific amendments	
☐ **A. Map of Site (for location-specific amendments)**	For location-specific amendments, a map clearly showing the area the request would apply to.
☐ **B. Property owner name(s) and address(es)**	*John and Christine Witters* *605 33rd St* *Everett, WA 98201-4105*
Signature	
☐ **Applicant signature**	*John Witters*

Attachment A
Narrative Statement and Evaluation Criteria

All applications must be accompanied by a narrative statement describing how the proposal is consistent with the following applicable criteria. Staff can only recommend that a proposal advance if it meets the applicable criteria.

Description of the exact request	Amend Section 19.17 of the EMC to remove all references to a Port Compatibility Overlay or Port Compatibility Area, including removal of the Port Compatibility Area from Map 17-2.
Reason for the request	***Inadequate public notice.*** See Kristin Hall's application (draft attached). I am dismayed by the lack of notice for this change. It reminds me of a line from "The Hitchiker's Guide to the Galaxy:" "It (the plan notice) was on display in the bottom of a locked filing cabinet stuck in a disused lavatory with a sign on the door saying 'Beware of the Leopard.'" A change of the magnitude proposed needs far more publicity and public participation than has happened so far. This change may be technically legal, but it certainly violates the spirit of stakeholder participation in land use planning.
Clearly and completely address the factors below for each amendment category selected in question 3	
Comprehensive plan – text, goals, objectives, policies	EMC 15.03.400(E) The following factors shall be considered in reviewing proposed amendments to comprehensive plan policies. 1. Have circumstances related to the subject policy changed sufficiently since the adoption of the plan to justify a change to the subject policy? If so, the circumstances that have changed should be described in detail to support the proposed amendment to the policy. *[Insert comments here]* 2. Are the assumptions upon which the policy is based erroneous, or is new information available that was not considered at the time the plan was adopted, that justify a change to the policy? If so, the erroneous assumptions or new information should be described in detail to support the proposed policy amendment. *[Insert comments here]* 3. Does the proposed change in policy promote a more desirable growth pattern for the community as a whole? The manner in which the proposed policy change promotes a more desirable growth pattern should be described in detail. *[Insert comments here]* 4. Is the proposed policy change consistent with other existing plan policies, or does it conflict with other plan policies? The extent to which the proposed policy change is consistent with or conflicts with other existing policies should be explained in detail. *[Insert comments here]*

Comprehensive plan – land use map	EMC 15.03.400(D) The following factors shall be considered in reviewing requests to amend the comprehensive plan land use map. 1. The proposed land use designation must be supported by or consistent with the existing policies of the various elements of the comprehensive plan. *[Insert comments here]* 2. Have circumstances related to the subject property and the area in which it is located changed sufficiently since the adoption of the land use element to justify a change to the land use designation? If so, the circumstances that have changed should be described in detail to support findings that a different land use designation is appropriate. *[Insert comments here]* 3. Are the assumptions upon which the land use designation of the subject property is based erroneous, or is new information available which was not considered at the time the land use element was adopted, that justify a change to the land use designation? If so, the erroneous assumptions or new information should be described in detail to enable the planning commission and city council to find that the land use designation should be changed. *[Insert comments here]* 4. Does the proposed land use designation promote a more desirable land use pattern for the community as a whole? If so, a detailed description of the qualities of the proposed land use designation that make the land use pattern for the community more desirable should be provided to enable the planning commission and city council to find that the proposed land use designation is in the community's best interest. *[Insert comments here]* 5. Should the proposed land use designation be applied to other properties in the vicinity? If so, the reasons supporting the change of several properties should be described in detail. If not, the reasons for changing the land use designation of a single site, as requested by the proponent, should be provided in sufficient detail to enable the planning commission and city council to find that approval as requested does not constitute a grant of special privilege to the proponent or a single owner of property. *[Insert comments here]* 6. What impacts would the proposed change of land use designation have on the current use of other properties in the vicinity, and what measures should be taken to assure compatibility with the uses of other properties in the vicinity? *[Insert comments here]* 7. Would the change of the land use designation sought by the proponent create pressure to change the land use designation of other properties in the vicinity? If so, would the change of land use designation for other properties be in the best long-term interests of the community in general? *[Insert comments here]*
Development regulations – Title 19 EMC	EMC 15.03.300(C)(4) The city may amend the text of the unified development code if it finds that: a. The proposed amendment is consistent with the applicable provisions of the Everett comprehensive plan; and *[Insert comments here]*

	b. The proposed amendment bears a substantial relation to public health, safety or welfare; and *[Insert comments here]* c. The proposed amendment promotes the best long-term interests of the Everett community *[Insert comments here]*
Development regulations – Zoning map Development regulations – Maximum building height map Development regulations – Street designation map	EMC 15.03.300(B)(4) The review authority may approve an application for a site-specific rezone if it finds that: a. The proposed rezone is consistent with the Everett comprehensive plan; and *[Insert comments here]* b. The proposed rezone bears a substantial relation to public health, safety or welfare; and the proposed rezone promotes the best long-term interests of the Everett community; and *[Insert comments here]* c. The proposed rezone mitigates any adverse impact(s) upon existing or anticipated land uses in the immediate vicinity of the subject property. *[Insert comments here]* d. If a comprehensive plan amendment is required in order to satisfy subsection (4)(a) of this section, approval of the comprehensive plan amendment is required prior to or concurrently with the granting of an approval on the rezone. *[Insert comments here]*