



CITY of EVERETT
 PLANNING and COMMUNITY DEVELOPMENT

**COMPREHENSIVE PLAN MAP AMENDMENT
 AND REZONE APPLICATION (REVIEW PROCESS VA)**

INSTRUCTIONS → Submit the following items listed in the checklist below. Use this application for Comprehensive Plan map amendments and the accompanying rezone to implement the map change. The Comprehensive Plan map amendment and associated rezone are considered concurrently under Review Process VA.

<input type="checkbox"/> Fee Total Fee: \$ _____	See current Fee Schedule for SEPA and Rezone fees posted online. Fees are non-refundable and payable by cash, check or credit card upon application.
<input type="checkbox"/> Meeting with Long Range Planning Staff	A meeting is encouraged prior to submitting this application with Long Range Planning Staff. To schedule a meeting call (425) 257-8731.
<input type="checkbox"/> Application	The <i>Comprehensive Plan and Rezone Application</i> must be filled out completely and signed by the owner, applicant, or primary contact. Submit one . See attached.
<input type="checkbox"/> Map of Site and Surrounding Area	Submit one copy of the Assessor’s Map (or equivalent) showing the location. Maps are available from Snohomish County Assessor or Planning Department. PDF’s shall indicate what size paper will print to scale if submitting by email or CD. The copy must be legible.

Narrative Statement and Comp Plan/ Zoning Information

1) Prepare a written, typed statement addressing the applicable Comprehensive Plan and rezone criteria. Submit **one** copy. See attached criteria.

2) Complete the following below:

Existing Comprehensive Plan Designation: _____

Existing Zoning: _____

Proposed Comprehensive Plan Designation: _____

Proposed Zoning: _____

Adjacent Plan Designations

Adjacent Zoning

North: _____

South: _____

East: _____

West: _____

Environmental Checklist

Submit **one** signed copy. Must be filled out completely and accurately. The Environmental Checklist form can be found on DOE's website:

<http://www.ecy.wa.gov/programs/sea/sepa/forms.htm>

Notification List of Property Owners

All property owners within 500 feet of the property subject to this action. Must be completed per the instructions for compiling the mailing list for Review Process VA. See attached.

Special Studies

Traffic, Geotechnical studies, etc., if required by the Manager of Long Range Planning. Provide **four** copies of each study with the application.

Submit Application with this Checklist

* Email or CD submittal is preferred.

By E-mail: Email all documents to planning@everettwa.gov

In Person or

by Mail: City of Everett Planning and Community Development
2930 Wetmore Ave Ste. 8-A, Everett, WA 98201



COMPREHENSIVE PLAN AND REZONE APPLICATION

(Attach additional pages if needed)

Name of Applicant _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Alt ph _____

Email _____

Primary Contact (if other than applicant) _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Alt ph _____

Email _____

Property Owner(s) _____

Address _____ City _____ State _____ Zip Code _____

Property Address or Location _____

Tax Parcel No(s) _____

Area of Property (acres/sq ft) _____

Legal Description (attach for rezone purposes) _____

Brief Description of Project _____

• **Authorization:** I am the owner or am authorized by the owner to sign and submit this application. I grant permission for City staff and agents to enter onto the subject property for the sole purpose of making any inspections of the property which are necessary to process this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct.

Signature _____ Date _____

Please print name _____ Owner Applicant Primary Contact

City and State where this application is signed _____, _____

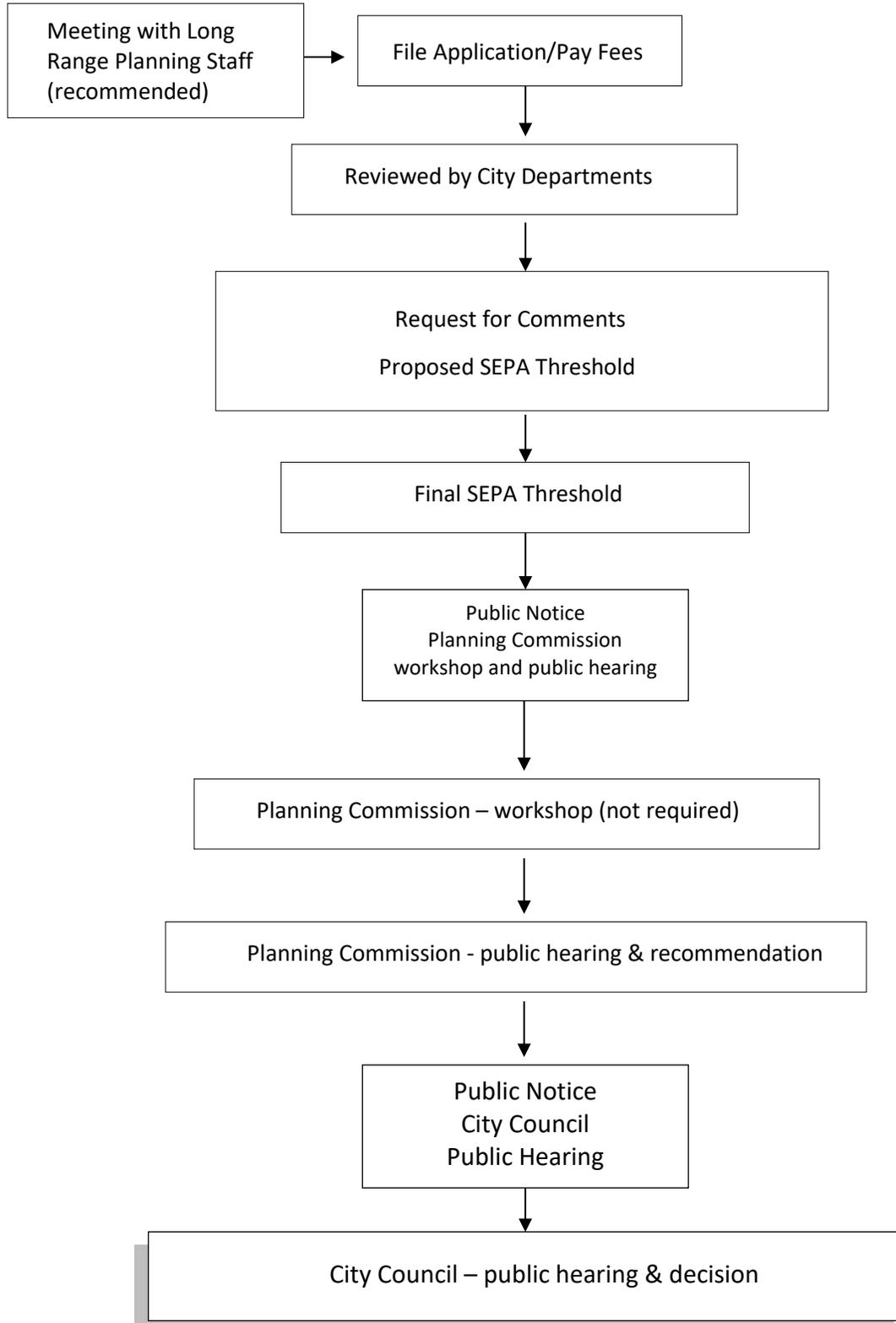
City

State

FOR OFFICIAL USE ONLY	
FILE #	_____
FEE \$	_____
RECEIPT #	_____

Comprehensive Plan Amendment/Rezone Flow Chart – Review Process VA

Under review process VA the Planning Commission makes a recommendation and then the City Council makes the decision. Both actions go concurrently through the public hearing process. A Comprehensive Plan map amendment will not be accepted without a concurrent rezone application.



NARRATIVE STATEMENT – EVALUATION CRITERIA

All applications must be accompanied by a separate narrative statement describing how the proposal is consistent with the following criteria and applicable rezone type. Please note that this information is important for the City's evaluation of your Comprehensive Plan map amendment and rezone application.

Comprehensive Plan Policies

Everett's Comprehensive Plan contains the following criteria that provide guidance to decision makers in their review of applications to amend land use designations. Please consider each of the following review criteria and respond to them on a separate piece of paper. The response should identify which of the criteria is being addressed. Where the criteria spells out relevant policies or criteria, found in either the City's Comprehensive Plan or Zoning Code, please reference the relevant section when noting such support for your application. City staff will help with any questions you may have in regard to completing this work.

- 1) The proposed land use designation must be supported by or be consistent with the existing policies of the various elements of the Comprehensive Plan. NOTE: Please refer to the location criteria beginning on page LU-23. Please refer to specific policies, especially those in the Land Use and Housing sections.
- 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 which have changed should be described in detail to support findings that a different land use designation is appropriate.
- 3) Are the assumptions on 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.
- 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.
- 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.

- 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?
- 7) Would the change of the land use designation sought by the proponent create pressure to change the land use designations 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?

Rezone

Rezoning can be either non-project or development agreement rezoning. In order to better understand the differences between the two rezoning processes, it is advised that you speak with Long Range Planning staff in advance of responding to this section.

- 1) Which rezoning type are you seeking?
- 2) Address your vision for how the subject property or properties would be used if the rezoning were approved, and how the request, if granted, would benefit the City of Everett and its citizens.