



COMPREHENSIVE PLAN TEXT AMENDMENT OR FUTURE LAND USE MAP AMENDMENT SUBMITTAL REQUIREMENTS

The Washington State Growth Management Act allows cities to consider proposed amendments to their comprehensive plans no more frequently than once per calendar year. Chapter 16.30 of the Black Diamond Municipal Code establishes the process through which plan amendments may be proposed.

Submittal Requirements for Text Amendment

1. **One copy** of a completed City of Black Diamond Master Planning Permit Application form.
2. **Ten copies** of a written narrative addressing each of the following:
 1. Describe the proposed text amendment, indicating the exact nature of the change being sought. Include 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.
 2. Statements addressing the purpose of the amendment and why the amendment is being requested, addressing this criteria:
 - The proposed change will further and be consistent with the goals, objectives and policies of the comprehensive plan; and
 - Alternatively, any of the criterion listed in BDMC 16.30.100.C.
 3. Attach any additional information that supports your request.

3. Application fee

Submittal Requirements for Map Amendment

1. **One copy** of a completed City of Black Diamond Master Planning Permit Application form.
2. **Ten copies** of a vicinity map
3. **Ten copies** of a map at a minimum scale of 1"=50':

Show all parcels and parcel numbers included in the proposed map amendment.

The area of each parcel proposed for amendment.

The existing and proposed land use designation; concurrent zone change being requested.

All natural features including, but not limited to wetlands, steep slopes, and streams.

Existing public and private roads; existing structures, if any.

4. **Ten copies** of a written narrative addressing each of the following:
 1. Both a general and legal descriptions of the affected properties.
 2. A description of the plan amendment being requested.

3. Statements addressing the purpose of the amendment and why the amendment is being requested, addressing these criteria:
 - The proposed change will further and be consistent with the goals, objectives and policies of the comprehensive plan; and
 - The existing land use designation was clearly made in error or due to an oversight; or
 - There has been a change in conditions since the plan was adopted/last amended.
 - Alternatively, any of the criterion listed in BDMC 16.30.100.C.
5. **Environmental Checklist** (confer with staff to determine if needed).
6. **Contact Information sheet** for all affected parcels (attached)
7. **Application fee**

Application

An application for a comprehensive plan amendment must be submitted to the Community Development Department by June to be considered during the next amendment cycle. To be considered, the application shall include all the items listed under the submittal requirements.

Review

The application will be reviewed by staff and forwarded to the Planning Commission. The Planning Commission will consider an assessment and recommendation on all proposed amendment requests from the staff, conduct a public hearing and shall make and forward a recommendation on each to the city council, most likely in the Fall. The City Council makes the final decision on all proposed amendments to the Comprehensive Plan.

Questions:

Please call the Community Development Department at 360-886-5700 if you have any questions regarding the application form or submittal requirements.