



## COMPREHENSIVE PLAN 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. In 2009, the City adopted Ordinance 912, which establishes the process through which plan amendments may be proposed.

### Submittal Requirements

*Sufficient*    *N/A*

<input type="checkbox"/>	<input type="checkbox"/>	1. <b>One copy</b> of a completed City of Black Diamond Master Planning Permit Application form.
<input type="checkbox"/>	<input type="checkbox"/>	2. <b>Ten copies</b> of a vicinity map
<input type="checkbox"/>	<input type="checkbox"/>	3. <b>Ten copies</b> of a map at a minimum scale of 1"=50': <ul style="list-style-type: none"> <li><input type="checkbox"/> Show all parcels proposed for the proposed land use map change.</li> <li><input type="checkbox"/> The area of each parcel proposed for land use change.</li> <li><input type="checkbox"/> The existing and proposed land use designation; concurrent zone change being requested.</li> <li><input type="checkbox"/> All natural features including, but not limited to wetlands, steep slopes, and streams.</li> <li><input type="checkbox"/> Existing public and private roads</li> <li><input type="checkbox"/> Parcel Numbers</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	4. <b>Ten copies</b> of a written narrative addressing each of the following: <ol style="list-style-type: none"> <li>1. If the amendment concerns specific real property, both a general and legal descriptions.</li> <li>2. A description of the plan amendment being requested.</li> <li>3. Statements addressing the purpose of the amendment and why the amendment is being requested, addressing this criteria: <ul style="list-style-type: none"> <li>• The proposed change will further and be consistent with the goals, objectives and policies of the comprehensive plan; and</li> <li>• The existing land use designation was clearly made in error or due to an oversight; or</li> <li>• There has been a change in conditions since the plan was adopted/last amended.</li> <li>• Alternatively, any of the criterion listed in BDMC 16.30.100.C.</li> </ul> </li> </ol>
		5. Environmental Checklist, if a concurrent rezone is requested.
<input type="checkbox"/>	<input type="checkbox"/>	6. Contact Information sheet for all affected parcels (attached)
<input type="checkbox"/>	<input type="checkbox"/>	7. Fees and Deposit

### Application

An application for a comprehensive plan amendment must be submitted to the Community Development Department by June 1<sup>st</sup>, 2010 to be considered in the current calendar year. 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 shall consider an assessment and recommendation on all proposed amendment requests from the community development department and shall make and forward a recommendation on each to the city council, most likely in the Fall.

**Questions:**

Please call the Community Development Department at 360-886-2560 if you have any questions regarding the application form or submittal requirements.



## Information for Applications Affecting Multiple Parcels

*Applications affecting multiple parcels must submit this page, completed and signed, for each parcel affected by the proposal.*

### Contact Information

Taxpayer or legal owner name:
Mailing Address:
City/State/Zip Code:
Telephone:
Email:
Site Address:
Legal Description:
Parcel Number(s):
Total acreage or square footage of parcel(s):

Signature of Property Owner	Date
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