



CITY OF MONROE

Community Development Department
806 West Main Street
Monroe, WA 98272
Phone: (360) 794-7400
Fax: (360) 794-4007

Citizen-Initiated Comprehensive Plan Amendment Application and Requirements

OFFICE USE ONLY	
Date Received: _____	Application Number: _____
Received By: _____	Complete Application Date: _____
Fee Paid (date/time): _____	Zoning of Site: _____
Zoning of Adjacent Property: (North) _____ (South) _____	
	(East) _____ (West) _____
Comp Plan Designation: _____	Comp Plan Adjacent Property: (North) _____
(South) _____ (East) _____	(West) _____

REQUIRED MATERIALS FOR A COMPLETE APPLICATION ARE:

- (1) Original plus 4 copies of the completed application (Pages 1, 2, & 3)
- Appendices (See Page 4)
 - Appendix I – Describe proposal; one (1) original plus 4 copies.
 - Appendix II – Answer Parts A & B; one (1) original plus 4 copies.
 - Appendix III – Environmental (SEPA) checklist with supporting reports as required, one (1) original plus 4 copies, if applicable.
 - Appendix IV – Legal description/proof of ownership. Provide a current title report; one (1) copy dated within 30 days of application, if applicable.
- (1) copy of Vicinity and Site Plan Maps (*Only required for site specific proposals*)
- Fees – Refer to the latest fees resolution to determine cost of application.
- (2) sets of mailing labels for land use map amendments for those properties within 500 feet of the subject property. (See Public Notice Material hand out attached)

OFFICE USE ONLY			
Planning Application Fee: \$ _____	Publication Fee: \$ _____		
Fire Plan Check Fee: \$ _____	Mailing Fee: \$ _____		
SEPA Fee: \$ _____	Technology Fee: \$ _____		
	TOTAL FEES: \$ _____		

Citizen-Initiated Comprehensive Plan Amendment Application

Type of Application (Check all that apply.)

- Change of goals, policies & implementation measures
- Change to future land use map
- Change of Urban Growth Boundary (in conjunction with request to Snohomish County).
- Change to an element of the Comprehensive Plan (*Transportation, Parks, Land Use, etc.*)
- Technical Corrections (*Terminology, References, etc.*)

1. Application Information

A. Name of Applicant: _____

Signature: _____

Home Address: _____

City and Zip Code: _____

Email address: _____ Phone: _____

Mailing Address (*if different*): _____

City and Zip Code: _____

B. Name of Owner (*If different*): _____

Signature: _____

Home Address, City and Zip Code: _____

_____ (Phone #) _____

Mailing Address (*if different*): _____

City and Zip Code: _____

NOTE: A PROPERTY OWNER is any person, corporation or financial institution that has ownership of all, a portion of, or percentage of, a property shown on the title certificate for said property. If additional property ownership is involved, attach additional names, addresses and signatures to this page.

Citizen-Initiated Comprehensive Plan Amendment Application

2. Location of Property *(If applicable)*

A. Section _____ Township _____ Range _____

3. Legal Description(s) - Property Information *(If applicable)*

A. Tax Account Number(s): _____

B. Size of **entire** site (acres/square feet): _____

C. Comprehensive Plan Designation: _____

D. Current Use of Property: _____

E. Describe physical characteristics: _____

F. Sensitive Areas (wetlands, steep slopes, etc.): _____

**Applications will be accepted Monday through Friday
8:00 am – 12:00 pm & 1:00 pm – 5:00 pm**

Citizen-Initiated Comprehensive Plan Amendment Application

COMPLETE THE FOLLOWING APPENDICES AND PROVIDE THE NUMBER OF COPIES INDICATED ON THE CHECKLIST (Page 1).

APPENDIX I

Provide a type written description of the proposal including any relevant background material. The proposed amendment application shall consist of at least the following information, and consistent with the Citizen Initiated Comprehensive Plan Amendment Application and Submittal Checklist:

1. A description of the proposal, including any relevant background material;
 - 1.a. If a request to amend the Comprehensive Plan Land Use Map is approved for consideration during the review cycle, staff may require additional information to be submitted including, but not limited to, an environmental review, traffic study, and utilities analysis.
2. Reference to the element(s) of the comprehensive plan that is proposed for amendment;
3. Proposed amendment language, when applicable;
4. An explanation of why the amendment is being proposed;
5. A description and/or map of the property affected by the proposal;
6. The appropriate fee, as listed in the Fees Resolution in place at the time of application submittal

APPENDIX II

Part A

The Planning Commission will provide a recommendation to the City Council whether the proposed amendment should be considered for further review based on the following criteria:

1. Consideration of the previous record if the amendment was reviewed and denied during a previous amendment review cycle;
2. The proposed amendment advances goals and policies of the comprehensive plan;
3. The proposed amendment is consistent with the goals and regulations of the Growth Management Act;
4. The relationship of the proposed amendment to other City codes and regulations; and
5. The cumulative effect(s) of the proposed plan amendment(s).

Part B

A comprehensive plan amendment may be approved or approved with modifications:

1. Each amendment:
 - a. Shall not adversely affect public health, safety, or welfare in any significant way;
 - b. Shall be consistent with the overall goals and intent of the comprehensive plan;
 - c. Shall be in compliance with the Growth Management Act and other State and Federal laws; and
 - d. Must be weighed in light of cumulative effects of other amendments being considered.

2. In addition to the above mandatory requirements, any proposed amendment must meet the following criteria unless compelling reasons justify its adoption without meeting them:
 - a. Addresses needs or changing circumstances of the City as a whole or resolves inconsistencies between the Monroe Comprehensive Plan and other city plans or ordinances.
 - b. Environmental impacts have been disclosed and/or measures have been included that reduce possible adverse impacts.
 - c. Is consistent with the land uses and growth projections that were the basis of the comprehensive plan and/or subsequent updates to growth allocations.
 - d. Is compatible with neighboring land uses and surrounding neighborhoods, if applicable.
 - e. Is consistent with other plan elements and the overall intent of the comprehensive plan.

APPENDIX III

Provide a completed and signed Environmental Checklist.

APPENDIX IV

Provide one (1) current Title Certificate and a legal description of the property. A current title certificate is defined as one dated within thirty (30) days of this application.

Citizen-Initiated Comprehensive Plan Amendment Application (Continued)

Review and Action for Selected Amendments

1. Review of Selected Amendments.

A. **Written Analysis.** For each proposed amendment that the Council approves for consideration, the Lead Department, as determined by the Mayor, will prepare a written analysis for the Planning Commission. The analysis will be accompanied by a recommendation that the proposed amendment be approved, denied, or approved with modifications.

1) If a request to amend the Comprehensive Plan Land Use Map is approved for consideration during the review cycle, staff may require additional information to be submitted including, but not limited to, an environmental review, traffic study, and utilities analysis.

B. **Planning Commission Review.** Subsequent to completion of the analysis prepared by the Lead Department and the SEPA Review, the Planning Commission shall conduct one or more public hearings. The Planning Commission shall also solicit comments regarding the proposed amendment from the public and government agencies in any other manner it determines necessary and appropriate to the nature of the proposed amendment and consistent with RCW 36.70A.140.

Any compelling reasons relied upon to justify adopting an amendment without meeting the above criteria (Appendix I-IV) must be specified in the ordinance adopting the amendment. When an amendment to the Comprehensive Plan also requires a subsequent rezone or amendment to the development regulations, the Planning Commission may consider both concurrently and make a single recommendation to the City Council for consideration with final approval of the Plan.

2. Council Public Hearing and Notice.

The City Council will review the recommendation of the Planning Commission and may hold a public hearing for the purpose of receiving public comment regarding the merits of proposed amendment(s) that have been recommended by the Planning Commission. Notice of the hearing will be given in the same manner as notice of other City Council hearings pursuant to Title 21 MMC. Written comments may be given by anyone to the City Council regarding proposed plan amendments prior to the end of the public hearing(s).

3. Council Action.

Upon receipt of a recommendation from the Planning Commission, the City Council shall adopt, adopt as modified, deny, or remand the application(s) to the Planning Commission for further consideration.

Citizen-Initiated Comprehensive Plan Amendment Application (Continued)

Review and Action for Selected Amendments

4. Map Revisions

If the City Council approves a change to the Comprehensive Plan Land Use Map and/or Official Zoning Map, the City Council shall adopt an ordinance that amends the official comprehensive plan and/or zoning map, if approved, and authorize the Mayor to sign the revised map(s).

5. Revocation

The comprehensive plan amendment may be reversed by the City Council outside of the regular amendment period, upon finding of any of the following:

- A. The approval was obtained by fraud or other intentional or misleading representation;
- B. The amendment is being implemented contrary to the intended purpose of the amendment or other provisions of the comprehensive plan and City ordinances; or
- C. The amendment is being implemented in a manner that is detrimental to the public health or safety.

6. Appeals

State law governs the appeal process of a City Council decision on a comprehensive plan amendment(s).

7. Transmitted to State

The City DCD will transmit a copy of each proposed amendment of the Plan to the State of Washington Department of Commerce at least sixty (60) days prior to the expected date of final Council action on proposed amendments. The City DCD will then transmit a copy of all adopted amendments to the Department of Commerce within ten (10) days after the adoption by the Council.



PUBLIC NOTICE MATERIALS COMMUNITY DEVELOPMENT

806 WEST MAIN STREET • MONROE, WA 98272
City Hall 360.794.7400 • Fax 360.794.4007

INSTRUCTIONS:

Below is a checklist of items that must be submitted as part of your permit application or land use request as indicated in the Submittal Checklist. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

These materials must be submitted concurrently with all other required submittals as indicated in the Submittal Checklist.

➤ For your convenience, when requesting these materials from Snohomish County, links to access their request forms are listed below.

Instructions for records requests:

<http://snohomishcountywa.gov/1704/Public-Records>

Form 1: Record Request

<http://snohomishcountywa.gov/DocumentCenter/View/18735>

Form 2: Release for List of Individuals

<http://snohomishcountywa.gov/DocumentCenter/View/18736>

➤ These materials can also be obtained through any Title Company.

SUBMITTAL CHECKLIST :

- ◇ (1) Snohomish County Assessor's Quarter Section Map including the following:
 - ◆ Show Subject Property
 - ◆ Show 500 ft. Boundary
- ◇ (1) Current Owner List (of properties within 500ft. radius) hard copy
- ◇ (1) Current Owner List (of properties within 500ft. radius) submitted electronically in an excel spreadsheet format with the following:
 - ◆ Tax Parcel ID Number(s)
 - ◆ Owner(s) Full Name(s)
 - ◆ Owner(s) Mailing Address(es)
- ◆ Include "Current Resident" & Mailing Address (if property owner doesn't reside at the property)



Community Development

806 West Main Street, Monroe, WA
98272 Phone (360) 794-7400 Fax (360)
794-4007

www.monroewa.gov

FOR OFFICE USE ONLY
PERMIT #(s) _____

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS

MONDAY – FRIDAY 8:00 – 12:00 / 1:00 – 5:00

Building	Operations	Fire	Land Use
<input type="checkbox"/> Commercial T/I	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Accessory Dwelling Unit
<input type="checkbox"/> Demolition	<input type="checkbox"/> Fencing	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Boundary Line Adjustment /Lot Consolidation
<input type="checkbox"/> Garage/Carport	<input type="checkbox"/> Grading	<input type="checkbox"/> High Piled Storage	<input type="checkbox"/> Conditional/Special Use
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Hood Suppression	<input type="checkbox"/> Land Clearing/Forest Practices
<input type="checkbox"/> New Construction (Commercial/Residential)	<input type="checkbox"/> Rockery	<input type="checkbox"/> Operational	<input type="checkbox"/> Planned Residential Development
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Right-of-Way Disturbance	<input type="checkbox"/> Spray Booth	<input type="checkbox"/> Shoreline Permit
<input type="checkbox"/> Racking	<input type="checkbox"/> Special Flood Hazard Area	<input type="checkbox"/> Tents & Canopies	<input type="checkbox"/> Short Plat
<input type="checkbox"/> Residential Remodel	<input type="checkbox"/> Utility Service	<input type="checkbox"/> Other _____	<input type="checkbox"/> Subdivision/Plat
<input type="checkbox"/> Sign	<input type="checkbox"/> Other _____		<input type="checkbox"/> Variance
<input type="checkbox"/> Other _____			<input type="checkbox"/> Other _____

NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location: _____

Size of site (acre/square feet): _____

Assessor's Tax Parcel Number (14 digits): _____

Applicant: _____ Phone # (____) _____

*Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

Property Owner: _____ Phone # (____) _____

**Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

Attach a separate sheet for additional property owners/additional addresses

***Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.**

****Property Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.**

City of Monroe
Land Use Permit Application- Page 2



Give a detailed description below of the proposal / work. Provide details specific to your application e.g., current and proposed lot sizes, number of lots, description of driveway, description of proposed business including hours of operation, number of employees, existing and proposed parking spaces.

Forest Tax Reporting Account Number (if harvesting timber call the Department of Revenue at (800) 548-8829 for tax reporting information or to receive a tax number):

Detailed Description of work:
