

## **Public-Initiated Comprehensive Plan Amendment Application and Requirements**

### **REQUIRED MATERIALS FOR A COMPLETE APPLICATION ARE:**

- 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)



## **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)