



Applicant's Checklist- CP AMENDMENT P1.5

The following checklist is the minimum that is required for a Comprehensive Plan Amendment Map or Text application. All CP Amendments must comply with all applicable requirements within the Land Use Ordinance CCC.18.10 and RCW 36.70. **All applications will require the appropriate fees upon submittal.**

Applicant Check	Preliminary Application Materials	Staff Check
<input type="checkbox"/>	Complete Master Application, including applicant and property owner if different.	<input type="checkbox"/>
<input type="checkbox"/>	Name and address of surveyor and/or engineer.	<input type="checkbox"/>
<input type="checkbox"/>	Letter of Authorization – written permission from the property owner if property owner is not the applicant.	<input type="checkbox"/>
<input type="checkbox"/>	Property Packet: <ul style="list-style-type: none"> • Copy of current deed, legal description* of the property including section, township, range, subdivision, parcel and tax lot numbers, and number of acres. • All the adjacent property in which the property owner has an interest. • Copies of restrictions, easements, covenants and/or agreements, which exist. • Planning Clearance Standard Parcel Report. • Assessor's Tax Map, Air photo, existing Zoning and/or Comprehensive Plan maps. 	<input type="checkbox"/>
<input type="checkbox"/>	List of property addresses and owners within 300 feet of the proposed amendment area. If the owner of the proposed amendment area owns other real property contiguous to the project site, the list shall include the names and addresses of real property owners located within 300 feet of the contiguous ownership of the applicant.	<input type="checkbox"/>

*If more than one property is to be re-designated, a legal description of the entire area as a whole shall be required for recording if application is approved.

Applicant Check	Site Plan	Staff Check
<input type="checkbox"/>	20 copies of a reproducible size 8"x11" to 11"x17" max.	<input type="checkbox"/>
<input type="checkbox"/>	Name and address of surveyor and/or engineer and property owner.	<input type="checkbox"/>
<input type="checkbox"/>	Date, scale and north arrow.	<input type="checkbox"/>
<input type="checkbox"/>	A vicinity map clearly identifying the location of the proposed amendment area.	<input type="checkbox"/>
<input type="checkbox"/>	A plan of the area showing streets, open spaces, structures, uses of each structure (as applicable).	<input type="checkbox"/>
<input type="checkbox"/>	Show physical features of site: <ol style="list-style-type: none"> 1. The location of permanent and topographic features, which will have an impact upon the amendment area. 2. Topographic contours maybe required depending on use and site features. 3. Hydrology, surface drainage, streams or water bodies, and wetlands. 4. Critical areas as known. 	<input type="checkbox"/>

Applicant Check	Written Narrative	Staff Check
-----------------	-------------------	-------------

- | | | |
|-----------------------|---|-----------------------|
| <input type="radio"/> | Proposed methods of providing potable water and sewage disposal, if a public utility, the names of the purveyor(s). | <input type="radio"/> |
| <input type="radio"/> | A written statement explaining: <ul style="list-style-type: none"> • The intent and purposes of the proposed amendment area, including description of the property and use (if subdivision is future use, please discuss build out capability of the area), • Area of site (acres or square feet), • Proposed rezone request, and • Related or previous permit activity and uses. | <input type="radio"/> |

Applicant Check	Supporting Documents & Studies	Staff Check
-----------------	--------------------------------	-------------

- | | | |
|-----------------------|--|-----------------------|
| <input type="radio"/> | Environmental checklist - SEPA– Non-Project Supplement | <input type="radio"/> |
| <input type="radio"/> | Zoning/Comp Plan Amendment Supplemental | <input type="radio"/> |
| <input type="radio"/> | Petition of property owners within the re-designation area. If more than one parcel or party is involved with a re-designation, a petition must be signed by not less than 51% of the property owners of the area to be re-designated, and representing at least 51 percent of the area proposed for re-designation. | <input type="radio"/> |
| <input type="radio"/> | Additional Studies as required – i.e. traffic reports, geotechnical, critical areas assessments, etc. | <input type="radio"/> |