

CITY OF PORT TOWNSEND FORMAL COMPREHENSIVE PLAN AMENDMENT APPLICATION

Application No. LUP _____

***Who may apply?** Any interested person, defined as proponents of land development projects and/or property owner(s) or their authorized representative(s), may file a formal application for an amendment to the comprehensive plan; provided, that the proposed amendment relates to a site-specific proposal. Any such application must be accompanied by the applicable filing fee. Examples include application to amend the land use and zoning maps (i.e., rezone); application to correct a deficiency identified during project review.*

***Deadline:** All proposed amendments must be submitted to the City PCD by February 1 of the current year in order to be considered during that year's annual amendment process.*

Applicant Name: _____

Applicant's Address: _____

Please provide a description of the proposed amendment (attach additional pages as needed):

Explain why the amendment is being proposed. Is the amendment project related? (attach additional pages as needed):

The applicant(s) hereby certifies that all of the above statements are true and that the information included in the application provides an accurate representation of the proposal. The applicant(s) acknowledges that any permit issued on this application may be revoked if it develops that any such statement is false.

Applicant

Date

For Site-Specific Amendments:

Property Owner's Signature ⁽¹⁾

Date

Property Owner's Signature

Date

(1) Representative authorization is required if the application is not signed by the owner.

See attached for details on plan submittal requirements and cost.

SUBMITTAL REQUIREMENTS

General

- Application and Noticing Fees:
 - Comprehensive Plan Amendment Base fee - \$990.00 (10 hrs. of staff time)
 - SEPA Base Fee \$1,584.00 (16 hrs. of staff time)
 - Noticing Fees \$475.00
 - Total: \$3049.00

(Fees and charges shall not be refundable except as provided in PTMC [20.09.070](#).) The base permit fee is a minimum fee – if actual review time is exceeded, the City will notify the applicant and begin billing at \$99.00/hr to cover actual costs incurred.)

You will need to submit **three complete sets** of the following information:

- Formal Comprehensive Plan Amendment Application
- SEPA Checklist (including supplemental sheet for non-project actions).
- Critical Areas Questionnaire (for amendments that affect a defined area). Special reports may be required per the Critical Area Ordinance (PTMC 19.05).
- An explanation of how the amendment and associated development proposals (if any) meet, conflict with or relate to the criteria set forth in PTMC [20.04.080\(A\)](#). See Attachment A.
- Any additional information deemed reasonably necessary by the DSD director to evaluate the proposed amendment. (As determined during a pre-application meeting or after review of the Comprehensive Plan Amendment Application)

For applications proposing a rezone, please provide the following:

- Vicinity map showing:
 - Location of the area proposed to be rezoned;
 - The zoning of all property within 500 feet of the site;
 - The uses of all properties within 500 feet of the site.
- Existing Conditions map - An exhibit which depicts existing conditions on the site and within the general vicinity (200-foot radius). The exhibit shall include, but is not limited to, topography, wetlands, wetland buffers, easements and purpose of easements, access, etc. The intent is to clearly illustrate the physical opportunities and constraints of the site.
- Site-specific amendments shall provide adequate information to show that development consistent with the proposed density and uses is or can be served by existing or proposed infrastructure. Proposed site-specific comprehensive plan amendments will be assumed to have maximum impact on the environment and public facilities and services.
- Photocopy of the property deed.
- The latest list of tax parcels and their owners within 300 feet of the property, prepared by a Title Company, with said owner's names and addresses typed on mailing labels. (City will supply envelopes.)

For applications proposing amendments to the text and/or tables of the Comprehensive Plan; please provide the proposed amendatory language, shown in a “bill” format (new language underlined; language proposed for deletion in strikeout).

Attachment A – Approval Criteria Section 20.04.080 PTMC

The following are questions taken from the approval criteria set forth in Section 20.04.080 PTMC. **On a separate sheet of paper**, please provide a thorough explanation of how the amendment and associated development proposal (if any) meets, conflicts with, or relates to the following criteria (i.e., we will need more than a simple “yes” or “no” answer). Provide supporting text and/or reference to supporting documents included in the application. (For rezones: your explanation must consider both the impact of adding more of the proposed zoning to the City, and reducing the area available under the original zoning district.)

For ALL applications:

1. Whether the amendment will adversely affect the public health, safety and welfare in any significant way; and
2. Whether the proposed amendment is consistent with the GMA and adopted county-wide planning policies; and
3. Whether the proposed amendment reflects current widely held community values or resolves inconsistencies in the city’s comprehensive plan; and
4. Whether the proposed amendment would maintain the appropriate balance of land uses within the city; and
5. Whether the proposal implements the comprehensive plan; or alternatively
6. Since the adoption of the comprehensive plan, there has been a substantial change in circumstances related to the proposed amendment and/or the area in which it is located which warrants the proposal.

Additional criteria for site-specific amendments:

7. In the case of an amendment to the comprehensive land use map, whether the subject parcels are physically suitable for the requested land use designation(s) and the anticipated land use development(s), including, but not limited to, access, provision of utilities, compatibility with adjoining land uses and absence of physical constraints.
8. The proposed amendment will not create a pressure to change the land use designation of other properties, unless the change of land use designation for other properties is in the long-term interests of the community in general.

