



City of Leavenworth
DEPARTMENT OF DEVELOPMENT SERVICES

COMPREHENSIVE PLAN AMENDMENT APPLICATION

This application must be filled out legibly, in black ink, either hand printed or typewritten

APPLICANT:

This party is the sponsor of the request, shall receive determinations and notices associated with this application, and shall be the City's point of contact for processing this application. If additional parties, please provide additional names and information as an attachment.

Last Name: First Name:

Mailing Address: City: State: Zip:

Phone: Email:

REQUESTED AMENDMENT:

(See LMC 21.31.020 for descriptions)

- Area Wide Amendment
Map Amendment
Capital Facilities Amendment
Urban Growth Area Amendment
Emergency Amendment

Property:

Physical Address of Proposed Change (if applicable):

Assessors' Tax Parcel Number of Property(s):

Subdivision Name(s): Block: Lot:

REQUIREMENTS

All required information and fees must be submitted at time of application. Applications which do not include all of the required information and fees may be returned to the applicant.

FEES*:

- Phase I - Initial Application for Docket (due at application submittal) \$300
Phase II (if approved for docket, next steps for approval) \$800
Staff Time (to be paid prior to recordation of BLA) \$50/hr†

* Fees include SEPA review, as necessary. Please note that fees are subject to change without notice. Check with the City of Leavenworth for current fees prior to submittal of your application. Payment Phase I and II fees does not constitute approval of a proposed amendment.

† In addition to the base fee, a charge of \$50 per hour will be assessed for each hour of staff time for reviewing the project, however, 50% of the base fee will be credited toward the total dollar amount of the staff hours billed to the applicant.

GENERAL INFORMATION:

- A pre-application meeting with the City may be required or requested. Please contact Development Services Department Staff at 509-548-5275 prior to submitting application.
- Proposals requested by private persons, organizations, or agencies which the City Council and Planning Commission decide would serve the public interest and would therefore be appropriately sponsored by the City must be submitted to the City Council and Planning Commission no later than December 31st of the year preceding any code amendment. If the proposal is sponsored by the City, fees shall be waived. If the City does not decide to sponsor the proposal, you may still submit your proposal for private sponsorship. Proposals and fees must be submitted no later than January 31st.
- All drawing(s) must be on paper capable of being folded for storage in an 8 ½” x 14” file, and become the property of the City of Leavenworth.
- **Include all of the following information with your application. For map amendments, maps and legal descriptions of proposed changes are required. Where instructions direct attachment of a document, you may combine sections in order to conserve the number of documents submitted if sections are clearly labeled as follows:**
 1. Specific Text and/or Map Affected by Proposal: Attach document labeled:
“**1 – Text and/or Map Affected**”
 2. Reason for Request (why is proposal being presented for consideration?): Attach document labeled:
“**2 – Reason for Request**”
 3. Address the Following Review Criteria :
 - A. Is the proposed amendment necessary to resolve inconsistencies in the provisions of the Comprehensive Plan and/or development regulations or to address state or federal mandates? Explain: Attach document labeled “**3, A**”
 - B. Is the proposed amendment consistent with the Growth Management Act, the County-wide planning policies and the Leavenworth Comprehensive Plan? Explain (attach document labeled “**3, B**”
 - C. Is the proposed amendment consistent with the existing Comprehensive Plan (encompassing any other documents incorporated therein), including the assumptions and/or other factors such as population, employment, land use, housing, transportation, capital facilities, economic conditions, etc. contained in the Comprehensive Plan? If the proposed amendment is inconsistent with any existing aspects of the Comprehensive Plan, what new or revised assumptions, background information changes, goals, policies, objectives, etc. must be made, and what conditions have changed that warrant such modification? Explain: Attach document labeled “**3, C**”
 - D. For those proposed amendments which relate to a change in the Comprehensive Plan land use map, is the proposed designation adjacent to property having a similar and/or compatible designation? Explain: Attach document labeled “**3, D**”
 - E. Will the proposed amendment affect lands designated as resource lands of long term commercial significance and/or critical areas? If so, how will the proposed amendment impact these areas? Attach document labeled “**3, E**”
 4. How is the proposal consistent with the Growth Management Act (RCW 36.70A), the adopted county-wide planning policies, and the Leavenworth Comprehensive Plan? Attach document labeled:
“**4 – Consistency with GMA and planning policies**”

5. Additional information determined by the Development Services Department as necessary for evaluation of the proposal:

- Legal description(s): Attach document “**5, A**”
- Map(s): Attach document “**5, B**”
- Site plan(s): ____ Attach document “**5, C**”
- Environmental information: Attach document “**5, D**”
- Technical Study(s): Attach document “**5, E**”
- Other information: Attach document “**5, F**”: _____
- SEPA Checklist
- Address the following in an attached document labeled “Additional Information”:
 1. Probable impacts of the proposed action (label “**Additional Information, 1**”)
 2. Probable impacts of a “no action” alternative (label “**Additional Information, 2**”)
 3. Impacts of staff-recommended and/or other alternatives, if any (label “**Additional Information, 3**”)
 4. Possible mitigation measures (label “**Additional Information, 4**”)
 5. Unavoidable impacts label “**Additional Information, 5**”)
 6. Does the amendment adversely affect the supply of land for various purposes which is available to accommodate projected growth over the twenty-year planning period covered by the comprehensive plan label “**Additional Information, 6**”)
 7. Does the proposed amendment serve the interest of both the applicant and the general public, including public health, safety, and welfare? label “**Additional Information, 7**”)
 8. Does the proposed amendment comply with comprehensive plan land use designation/sighting criteria? label “**Additional Information, 8**”)
 9. Which goals and policies of the Comprehensive Plan does the proposal complement and which does it conflict with: label “**Additional Information, 9**”)
- Address the following in an attached document labeled “**Additional Information UGA Amendments,**” if applicable:
 1. Is the area designated for expansion contiguous to an existing UGA? (label “**Additional Information UGA Amendments, 1**”)
 2. Is the area characterized by urban growth? (label “**Additional Information UGA Amendments, 2**”)
 3. Will the area be served by or be planned to be served by urban governmental services? (label “**Additional Information UGA Amendments, 3**”)
 4. Will the area be designated so as to be compatible with natural resource lands and protection of designated critical areas? (label “**Additional Information UGA Amendments, 4**”)
 5. Does the area meet one of the following criteria? (label “**Additional Information UGA Amendments, 5**”)
 - a. There is insufficient land within the existing urban growth area to permit and support urban growth that is forecasted to occur in the twenty-year time frame covered by the Comprehensive Plan, including populated forecasts and allocated urban population projections; or
 - b. There can be shown an overriding public interest which shall clearly demonstrated that the amendment of the UGA is necessary to protect the public health, safety and welfare, and that said amendment shall further the goals and policies of the comprehensive plan and the Growth Management Act.

I have read and understand the above application and have answered to the best of my knowledge. I certify that I am the legal property owner or represent the legal property owner associated with the above proposal. I understand that if the City of Leavenworth does not choose to sponsor my proposed amendment, I have the option to sponsor the proposal privately at which time I will be required to submit all applicable fees and any additional information as deemed necessary by the City by no later than January 31st.

Attach additional pages if necessary in order to ensure that all applicant signatures are present.

Applicant Signature: _____ Date: _____

STAFF USE ONLY

Application received by: _____ Date: _____

Accepted as complete by: _____ Date: _____

Notes: _____

