



City of Algona

200 Washington Blvd

Algona, WA 98001

(253) 833-2897

Comprehensive Plan Amendment Application

Applications for comprehensive plan amendments and applicable fees must be submitted by 5:00 p.m. on the last business day of May for consideration during the annual comprehensive plan amendment cycle.

Date Received	
TR #/Amount Paid	

Please type or clearly print all information

Applicant Information

Name			
Firm Name			
Mailing Address			
City/State/Zip			
Phone Number		Fax Number	
Email Address			

Owner Information (if different from above)

Name			
Mailing Address			
City/State/Zip			
Phone Number		Fax Number	
Email Address			

Applicant Signature	
Date	

Owner Signature	
Date	

If the application is approved for further consideration by the City Council, the applicant may be required to submit additional information including a State Environmental Policy Act (SEPA) checklist. Acceptance of this application does not guarantee final approval.

Text Amendments

Please answer the following questions in text and/or graphic form and attach them to the application. Answer all questions separately and reference the question number in your answer. Demonstration that a change to the comprehensive plan is required lies solely upon the proponent. The greater the degree of change proposed, the greater the burden to show that the change is justified.

An application will be considered incomplete unless all questions are answered.*

1. Provide a detailed description and explanation of the proposed text amendment. Please reference the comprehensive plan element (Land Use, Transportation, etc), page number and the specific goal or policy to be amended.
 - a) If the amendment is to an existing goal or policy, please show proposed edits in “line in/line out” format with text to be added indicated by underlining, or text to be deleted indicated with ~~strikeouts~~.
 - b) If the amendment would also require a change to the Algona Municipal Code, please indicate the section needing the change and suggested edits to the code language in “line in/line out” format.
- 2) Describe how the issue is currently addressed in the Comprehensive Plan. If the issue is not adequately addressed, describe the need for it.
- 3) Why is the proposed change the best means for meeting the identified public need? What other options are there for meeting the identified public need?
- 4) What do you anticipate will be the impacts caused by the change in text, including the Geographic area affected and the issues presented? Why will the proposed change result in a net benefit to the community? If not, what type of benefit can be expected and why?
- 5) How would the proposed change comply with the community vision statements, goals objectives, and policies of the Comprehensive Plan? Include any data, research, or reasoning that supports the proposed amendment.
- 6) Are there others that support this text amendment? Note: All applications will be subject to full public participation, notice, and environmental review.

- 7) Provide a response for how the proposal will comply with each of the following decisional criteria:
- a) The amendment will not result in development that will adversely affect the public health, safety and general welfare.
 - b) The proposed plan amendment will further and be consistent with the goals, objectives and policies of the comprehensive plan, except for the policy being amended, and the County-Wide Planning Policies for King County.
 - c) The proposed plan amendment is consistent with the city's plans, policies and regulations for providing community facilities, including, but not limited to, utilities, transportation, parks, or schools, concurrent with development.
 - d) If the request is to change the land use designation of a specific property on the comprehensive plan land use map, the applicant must also demonstrate either of the following:
 - 1. The existing land use designation was clearly made in error due to an oversight; or
 - 2. There has been a change in circumstances and the proposal would better achieve the comprehensive plan goals and policies than the existing comprehensive plan section.

Map Amendments

Please answer the following questions in text and/or graphic form and attach them to the application. Answer all questions separately and reference the question number in your answer. Demonstration that a change to the comprehensive plan is required lies solely upon the proponent. The greater the degree of change proposed, the greater the burden to show that the change is justified.

An application will be considered incomplete unless all questions are answered.*

- 1) Existing Land Use Plan Map Designation
- 2) Proposed Land Use Plan Map Designation
- 3) What are the reasons for the proposed comprehensive plan map amendment?
- 4) Describe how the issue is currently addressed in the Comprehensive Plan. If the issue is not adequately addressed, describe the need for it.
- 5) How would the proposed change comply with the community vision statements, goals objectives, and policies of the Comprehensive Plan? Include any data, research, or reasoning that supports the proposed amendment.
- 6) Are there others that support this text amendment? Note: All applications will be subject to full public participation, notice, and environmental review.

- 7) Provide a response for how the proposal will comply with each of the following decisional criteria:
- a) The amendment will not result in development that will adversely affect the public health, safety and general welfare.
 - b) The proposed plan amendment will further and be consistent with the goals, objectives and policies of the comprehensive plan, except for the policy being amended, and the County-Wide Planning Policies for King County.
 - c) The proposed plan amendment is consistent with the city's plans, policies and regulations for providing community facilities, including, but not limited to, utilities, transportation, parks, or schools, concurrent with development.
 - d) If the request is to change the land use designation of a specific property on the comprehensive plan land use map, the applicant must also demonstrate either of the following:
 - 1. The existing land use designation was clearly made in error due to an oversight; or
 - 2. There has been a change in circumstances and the proposal would better achieve the comprehensive plan goals and policies than the existing comprehensive plan section.

Map Amendment Attachments Required:

For requests involving multiple properties:

- 1. A Rezone application form, if a rezone is desired.
- 2. A vicinity map showing the subject properties location within the City.
- 3. A map showing the subject properties, and all parcels and their current comprehensive plan designation located within 300' of the subject properties boundaries.
- 4. A completed SEPA Environmental Checklist must be submitted with the application.
- 5. A description of the current use of all surrounding parcels.
- 6. A complete description of the proposed use of the subject properties.

For requests that are site specific:

In addition to the items listed above for multiple properties, the following information is required for site-specific requests:

- 7. An accurate survey delineating the subject property.
- 8. A detailed site plan that includes the following:
 - a. Property lines and lot dimensions.
 - b. All public and private roads, and all easements.
 - c. All major manmade and/or natural features.
 - d. Proposed building locations, building dimensions, setback dimensions, and building heights and number of stories.
 - e. All paved areas and parking areas.
 - f. Proposed landscape areas.

Comprehensive Plan Amendment Instructions

Who May File: Individuals, organizations, partnerships, corporations, and public agencies are eligible to make application for comprehensive plan amendments.

Individuals making application on behalf of a property owner must include the property owner's signature or evidence must be provided that an individual is lawfully authorized to sign on behalf of the property owner. Similarly, evidence that a person is lawfully authorized to sign on behalf of a corporation, agency etc., shall be required. In instances where there is more than one property owner, all property owner signatures are required.

Application Forms: Anyone wishing to propose comprehensive plan amendments must submit a complete application on forms available at the City of Algona.

Text amendments should be as specific as possible to allow others to clearly understand the language being proposed and/or deleted.

As map amendments are parcel specific, it is essential that an accurate map and legal description clearly identifying the parcel proposed for amendment be provided.

Those interested in submitting a comprehensive plan amendment application are welcome to schedule a pre-application meeting with City staff to discuss their proposal.

State Environmental Policy Act (SEPA): Certain applications, because of their characteristics, will require the applicant's submittal of a SEPA environmental checklist. Applicants should discuss with City staff whether a SEPA checklist is required. Applications involving complex environmental review, such as those requiring an Environmental Impact Statement (EIS), may need to be considered during the following year's amendment cycle.

Process/Time Frame: Following City staff review preparation of staff recommendation, plan amendment applications will be forwarded to the City of Algona Planning Commission for a public hearing in the Fall. Following the Planning Commission public hearing and recommendation, the City Council will consider the amendments. Final action by the City Council on amendment requests typically occurs in December.

Relation to Zoning Map: Comprehensive plan map amendment requests seek to amend the land use designation for a specific parcel (or parcels) of land on the Comprehensive Plan Map. While a change to the Comprehensive Plan Land Use Map may support a future zoning change, **it does not change the City's zoning map**. Applicants must pursue amendments to the City's zoning map under a separate process. These applications may be combined.

Application Deadline: The submittal deadline for the annual Comprehensive Plan amendment applications is the **last business day of May – 5:00 p.m.** Please submit **three (3)** copies of your application on or before that date.

Fees: The application fee for a comprehensive plan amendment must be paid by the applicant prior to City review of a proposal.