



## 2014 COMPREHENSIVE PLAN ADMENDMENT PROCESS, REQUIREMENTS AND APPLICATION

Amendments to the City of Lake Forest Park Comprehensive Plan are allowed on an annual basis under Lake Forest Park Municipal Code (LFPMC 18.01). **Application and submittals must be received by 5:00 p.m. on Friday, February 28<sup>th</sup>, 2014.** Completed applications that are received after the submission date will be placed on the docket for the following year. Incomplete applications will be returned to the applicant.

### TYPES OF COMPREHENSIVE PLAN AMENDMENTS

**A. Site-Specific or Project-Specific Comprehensive Plan Amendments.** Proponents of land development projects and/or property owner(s) or their authorized representative(s), may file an application for a proposed amendment to the Comprehensive Plan relating to a site-specific or project-specific proposal affecting the official map of Comprehensive Plan Land Use Designations. Site-specific proposals must be filed concurrently with an application for a rezone for the subject site. Site specific and project-specific Comprehensive Plan amendments are Type IV Legislative Decisions of the City Council (LFPMC 16.26).

**B. City-wide Comprehensive Plan Amendments.** Proposals that broadly apply to the goals, policies and implementation strategies of the Comprehensive Plan, rather than amendments designed to address site-specific issues of limited applicability. These are typically suggestions for changes to the Comprehensive Plan text. Citywide Comprehensive Plan amendments are Type IV Legislative Non-project Decisions of the City Council (LFPMC 16.26).

### COMPREHENSIVE PLAN AMENDMENT PROCESS FOR 2014

- By March 15 of each year, the Planning Director will compile and maintain for public review a recommended final docket for project or site-specific amendments and for citywide amendments, including any proposed development regulations necessary to implement such amendments.
- After considering the Planning Director's recommended final docket, The City Council will adopt a final docket for the current year plan amendment cycle no later than June 1 of each year.
- Upon adoption of the final docket, the annual plan amendment process shall be consistent with the general process and schedule described in LFPMC 16.26.
- The Planning Commission will hold a public hearing on each application on the final docket and make a recommendation to the City Council prior to September 15 of each year.
- The City Council will make a final decision on each proposed amendment by December 15<sup>th</sup> of the current year.

## **APPLICATION PROCESS**

Comprehensive plan amendment application forms are available at City Hall. Submitted application must include, but may not be limited to, the following:

1. A detailed project description or narrative of the proposed amendment in non-technical terms.
2. A completed City of Lake Forest Park Comprehensive Plan Amendment Application
3. SEPA Environmental Checklist **\$700** (payable upon acceptance of your proposal in final docket adopted by City Council)
4. Application fee of **\$3000** (\$500 payable at time of application --\$2500 payable upon acceptance of your proposal in final docket adopted by City Council - there is no extra charge for an accompanying rezone proposal), and a posting fee of **\$200** (payable at the time of application).
5. If requesting an amendment to the Future Land Use Map, the applicant must submit a site-plan that is accurate, legible and drawn to scale that provides the following:
  - a. The existing dimensions and lot size, proposed dimensions and lot size;
  - b. Identify adjacent streets, existing and proposed access;
  - c. Identify existing and proposed structures and distances to property lines;
  - d. Location of proposed alterations or improvements;
  - e. Location of any sensitive areas and their buffers on or near the site;
  - f. Location of any open space or preservation areas;
  - g. Location of any significant trees;
  - h. If possible, locate drainage channels, sewer and water lines;
  - i. Identify existing and proposed easements; and
  - j. Elevation plans, if applicable.

## **APPLICATIONS MUST INCLUDE A THOROUGH RESPONSE TO THE FOLLOWING CRITERIA:**

### **FOR ALL COMPREHENSIVE PLAN AMENDMENTS:**

1. Provide a detailed description of proposed plan amendment and proposed development proposal(s). (Project-related amendments shall include plans, information and/or studies that accurately depict existing and proposed use(s) and improvements. Proposed plan amendments that do not specify proposed use(s) and potential impacts will be assumed to have maximum impact on the environment, and public facilities and services)
2. What is the purpose of the proposed amendment?
3. How is the proposal/amendment consistent with the overall goals and intent of the comprehensive plan?
4. How is the proposal/amendment consistent with the Growth Management Act and other applicable law?

### **FOR ALL CITY-WIDE COMPREHENSIVE PLAN AMENDMENTS:**

1. The proposed comprehensive plan amendment cannot adversely affect public health, safety, or welfare in any significant way. How will the proposed amendment benefit the community as a whole?
2. How does the proposed comprehensive plan amendment address needs or changing circumstances of the city as a whole or resolve inconsistencies between the City of Lake Forest Park's Comprehensive Plan and the plans and/or ordinances of other cities or jurisdictions?
3. What environmental impacts will be associated with the proposed comprehensive plan amendment, and/or what measures will be used to reduce possible adverse impacts?

**FOR ALL SITE-SPECIFIC OR PROJECT SPECIFIC COMPREHENSIVE PLAN AMENDMENTS:**

1. How is the comprehensive plan amendment consistent with the land uses and growth projections, which were the basis of the comprehensive plan or to subsequent growth allocations?
2. How is the comprehensive plan amendment compatible with neighboring land uses and surrounding neighborhoods?
3. How will the proposed comprehensive plan amendment impact public services and facilities and surrounding properties? What measures will be implemented to mitigate such adverse impacts?
4. If the proposed comprehensive plan amendment requires a rezone, does the rezone meet the requirements under LFPMC 18.14.060? Specifically:
  - A. The reclassification is substantially related to the public health, safety, or welfare; and
  - B. The reclassification is warranted because of changed circumstances or because of a need for additional property in the proposed land use zone classification or because the proposed zoning classification is appropriate for reasonable development of the subject property; and
  - C. The subject property is suitable for development in general conformance with zoning standards under the proposed zoning classification; and
  - D. The reclassification will not be materially detrimental to uses 1 or property in the immediate vicinity of the subject property or incompatible with such uses; and
  - E. The reclassification has merit and value for the community as a whole; and
  - F. The reclassification is in accord with the comprehensive plan; and
  - G. The reclassification complies with all other applicable criteria and standards of the Lake Forest Park Municipal Code.

**PLEASE ATTACH MAP (IF APPLICABLE) SHOWING AREA(S) AFFECTED BY THE PROPOSED COMPREHENSIVE PLAN AMENDMENT**



<b>FOR STAFF USE ONLY</b>
Application Date: _____
Application Number: _____

## Comprehensive Plan Amendment Application

<b><u>PROPERTY</u></b>			
Property _____			Address _____
Parcel	No.	_____	Legal Description
_____			
_____			
<b><u>PROPERTY OWNER</u></b>			
Name _____ / _____			Phone/Fax _____
Mailing _____			Address _____
_____			
<b><u>OWNER'S AUTHORIZED AGENT/ CONTACT</u></b>			
Name _____ / _____			Phone/Fax _____
Mailing _____			Address _____
_____			
_____			

**PROPERTY INFORMATION**

Current Comprehensive Plan Land Use Designation:	Lot/ Property Area:
Proposed Comprehensive Plan Land Use Designation:	Lot/ Property Dimensions:
Current Zoning Designation:	Critical Areas on Site: YES <input type="checkbox"/> NO <input type="checkbox"/>
Proposed Zoning Designation (if any):	
Other Permits Associated with Property:	

**The applicant may be responsible for additional fees related to engineering and legal expenses.**

<input type="checkbox"/> Comprehensive Plan Amendment Application	\$3000.00	<b>(\$500 payable at time of application)</b>
<input type="checkbox"/> Land Use Notice Signage Fee	\$200.00 + \$25 per add'l posting if required	<b>(payable at time of application)</b>
<input type="checkbox"/> State Environmental Policy Act (SEPA)		<b>Separate application and fee required</b>
Total Fees	\$ _____	
Amount Paid	\$ _____	Receipt No. _____
Balance Due	\$ _____	Receipt No. _____

**PLEASE ATTACH MAP (IF APPLICABLE) SHOWING AREA(S) AFFECTED BY THE PROPOSED COMPREHENSIVE PLAN AMENDMENT**

**Release / Hold Harmless Agreement**

I, the undersigned, his/her heirs and assigns, in consideration for City processing the application agrees to release, indemnify, defend and hold the City of Lake Forest Park harmless from any and all damages and/or claims for damages, including reasonable attorneys fees, arising from any action or inaction as based in whole or in part upon false, misleading or incomplete information furnished by the applicant, his agents or employees.

The undersigned acknowledges that this application is for a permit from the City of Lake Forest Park; that any permit issued by the City as a result of this application establishes only that the applicant's project complies with City ordinances and regulations; and that other State and Federal laws and regulations, particularly the Endangered Species Act, U.S.C. 16.31, et. seq., may apply to this project. The undersigned further acknowledges and accepts responsibility for complying with such other laws and regulations and agrees to release the City of Lake Forest Park, indemnify and defend it from any claim, damages, injuries, or judgments, including reasonable attorney's fees, arising from or related to violations of such other laws or regulations.

I, the undersigned, grant his/her or its permission for public officials and staff of the City of Lake Forest Park to enter the subject property for the purpose of inspection and posting attendant to this application.

<b>APPLICANT</b>
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I, the undersigned, certify (or declare) under penalty under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I also grant his/her or its permission for public officials and staff of the City of Lake Forest Park to enter the subject property for the purpose of inspection and posting attendant to this application.

\_\_\_\_\_

***Date***

\_\_\_\_\_

***Signature of applicant, owner or representative***