



**Planning & Permit Center
Comprehensive Plan Amendment
Petition to Rezone
Pursuant to SCC 14.16.900 and 14.08.020**

PL#:

Date Received

Please submit the following Special Use application requirements.

1. **Application/Fees**. Fully signed, completed and acknowledged special use development application and all applicable review fees.
2. **Fact Sheet**. Fully completed fact sheet.
3. **Assessor's Map**. Please include a full scale (18" X 24") Assessor's section map purchased from the Assessor's office. Please identify the subject property on the map.
4. **Ownership Certificate**.
5. **Pre-application verification form or waiver form**.
6. **Lot of record certification**. If available, submit with the petition to rezone/change the comprehensive, otherwise the lot certification will be required with a development permit application.
7. **Site Plan**. Applications for a special use must include a site plan drawn to a scale of not less than 1" = 40', to clearly show: dimensions of all property lines; location and dimensions of existing structures, proposed buildings and additions; access points; off street parking; existing and proposed landscaping; location of septic tank and drain field including the distances from all structures existing and proposed, from property lines, and each other.
8. **SEPA Checklist**. A fully completed, signed and acknowledged environmental checklist for projects subject to review under the State Environmental Policy. (Note: SEPA not required for Temporary Manufactured Home request)
9. **Pre-addressed/Stamped Envelopes of Owner(s) of Record with 300 Feet of the Proposal**. Pursuant to 14.06.150, the applicant shall provide pre-addressed and stamped envelopes for owner(s) of record within 300 feet of the proposal. The information shall be updated within 3 months of the date public notice is required.
10. **Policy Amendment**. A petition for a policy amendment shall include, at a minimum, the following information. Please state each item and address in a narrative statement.
 - a) A detailed statement of what is proposed to be changed and why.
 - b) A statement of anticipated impacts to be caused by the change, including geographic area affected and issues presented.
 - c) A demonstration of why existing Comprehensive Plan policies should not continue to be in effect or why existing policies no longer apply.
 - d) A statement of how the amendment complies with the Comprehensive Plan's community vision statements, goals, objectives, and policy directives.
 - e) A statement of how adopted functional plans and Capital Facilities Plans support the change.

- f) A statement of how the change affects implementing development regulations SCC Title 14 and the necessary changes to bring the implementing development regulations into compliance with the Plan.
- g) A summary of any public review of the recommended change.

11. Map Amendment. A petition for a map amendment shall include, at a minimum, all of the requirements for a policy amendment, plus the following additions. Please state each item and address in a narrative statement.

- a) A detailed statement describing how the map amendment complies with Comprehensive Plan land use designation criteria.
- b) Any proposed Urban Growth Area boundary changes shall be supported by and dependant on population forecasts and allocated urban population distributions, existing urban densities and infill opportunities, phasing and availability of adequate services, proximity to designated Natural Resource Lands and the presence of critical areas.
- c) Any proposed Rural areas and Natural Resource Land map designation changes shall be supported by and dependent on population forecasts and allocated non-urban population distributions, existing rural area and Natural Resource Land densities and infill opportunities.
- d) Any proposed Natural Resource Land map designation changes shall recognize that Natural Resource Land designations were intended to be long-term designations and shall further be dependent on one or more of the following:
 - a) A change in circumstances pertaining to the Comprehensive Plan or public policy.
 - b) A change in circumstances beyond the control of the landowner pertaining to the subject property.
 - c) An error in initial designation.
 - d) New information on natural resource land or critical area status.

12. Additional submittal requirements for rezones.

- a) A detailed statement of how the proposal meets the applicable approval criteria; and
- b) A 1-inch equals 100 feet map showing the subject property and property lines and land use designations for all properties within 500 feet of the site.

13. Additional approval criteria for rezones. Please list and address each of the following criteria on a separate sheet:

- a) The property can meet the detailed standards in SCC 14.16 applicable to the proposed zone.
- b) For rezones from a commercial zone to RI, RVR, and RRv, all vacant lots within the proposed rezones shall be consolidated.
- c) All Comprehensive Plan amendments/rezones to a commercial or industrial zone shall require a development project be commenced for the entire re-designated/rezoned area within 2 years of the re-designation/rezone, unless development is phased. For the purposes of this Section, "commenced" shall mean either 1) a commercial or industrial operation permitted by the re-designation/rezone has been established or 2) a complete building permit has been filed with the Planning and Permit Center for the principal building which will allow the commercial or industrial operation. Upon building permit approval, the principal building shall be completed (i.e., final inspections completed) within 3 years. Those portions of the re-designated/rezoned property which are not included within the development area and where the above timeframes are not met shall automatically revert to the original designation and zoning, unless a phasing plan is approved pursuant to Subsections a) and b), below. For purposes of this Subsection,

"development area" shall mean all portions of the site needed to meet UDC requirements, such as lot coverage and setbacks.

- i. If an Applicant desires to phase development of a commercial or industrial rezoned property, a phasing plan shall be submitted and reviewed as part of the Comprehensive Plan amendment/rezone application. When an amendment/rezone includes a phasing plan, the initial phase shall be commenced and completed within the timeframes articulated above. Subsequent phases shall be commenced and/or constructed within the timeframes established in the phasing plan, or within a 6-year period. Otherwise, the commercial designation/zoning shall expire and the redesignation/rezoning shall revert to its previous designation for those portions of the property where these requirements are not met.
- ii. Where a redesignation/rezone did not initially include a phasing plan, but prior to the automatic designation/zone reversion an Applicant desires the phasing of the operation, a phasing plan may be submitted to the County for consideration. This plan shall be reviewed through a Level II review process and be reviewed for compliance with the rezone criteria.
- iii. The time limits established above shall be tolled pending resolution of any appeals, and may be extended by the Board of County Commissioners upon a showing that the Applicant is diligently taking actions to obtain necessary permits and approvals to establish the use.

Amendment Application

[Please Print]

FOR OFFICE USE ONLY

Applicant/Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Site Address: _____

City: _____ Zip: _____

Property ID#: _____ Lot Size: _____

Assessor's Account #: _____

Section: _____ Township: _____ Range: _____

Is the property in a special taxation or land-use program?
 No Yes (specify) _____

Current Comprehensive Plan Designation: _____

Requested Comprehensive Plan Designation: _____

Application Received (stamp)	
Received by	_____
Assigned to	_____
Minimum Application Fee ,	_____
(\$500)	
SEPA Checklist & Fee *	_____
(\$200) if required	
Site Map	, _____
Questionnaire	, _____
Assessor's Map	, _____
Ownership Certificate	, _____
Pre-Submittal Review	, _____
Date	__ / __ / __
Staff	_____
Application Complete *	, _____
Date	__ / __ / __
Staff	_____
* Note: This application may be considered complete without payment of the SEPA fee. The SEPA fee and checklist, if required, are due within 20 business days of approval for further consideration by the BCC.	

By signing this form, the applicant agrees to pay a minimum application fee of \$500 and, if applicable, For review that requires more than 10 hours of staff time, the applicant will be billed at a rate of \$50/hr. If the application is approved for further consideration by the Board of County Commissioners, the applicant may be required to submit a State Environmental Policy Act (SEPA) checklist and an additional fee of \$200. Payment of fees does not guarantee final approval. The applicant acknowledges that the deadline for a completed application is the last business day of July of each year. Incomplete or late applications will be returned to the applicant.

Applicant Signature: _____ Date: _____

OWNERSHIP CERTIFICATION

I, _____, hereby certify that I am the major property owner or officer of the corporation owning property described in the attached application, and I have familiarized myself with the rules and regulations of Skagit County with respect to filing this application, and that the

statements, answers and information submitted presents the argument on behalf of this application and are in all respects true and correct to the best of my knowledge and belief.

Address _____
City and State _____ Phone _____
Signature _____ for _____
(give corporation or company name)

ACKNOWLEDGMENT

State of Washington)
 ss.)
County of Skagit)

On this day personally appeared before me _____
known to be the individual described in and who executed the within and foregoing instrument and
acknowledged to me that _____ signed the same as _____ free and voluntary act and deed
for the uses and purposes therein mentioned.

Notary Public in and for the State of Washington

Residing at _____

Date: _____

Other property owners in this application must be listed below:

Name _____ Signature _____

Address _____ City/State _____ Zip _____

II.