



City of Langley
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FOR STAFF USE ONLY
 Application Year: _____
 Application No.: _____
 Fee Required?: Yes No__

COMPREHENSIVE PLAN AMENDMENT APPLICATION

SUBMITTAL REQUIREMENTS

Complete this application, provide all supporting documents and submit to the Department of Community Planning. **Proposals will be accepted from June 1, 2018-August 15th, 2018.** A fact sheet is attached that explains the Comprehensive Plan Amendment Process.

Applicant Name: _____

Phone: _____ Email _____

Address: _____

Consultant Name: _____

Phone: _____ Email _____

Address: _____

1. Does the amendment request(s) concern a specific property? YES _____ NO _____

2. Is this amendment request for a change in a land use designation? YES _____ NO _____

3. Are you the owner or authorized agent of the property? YES _____ NO _____

4. Provide a description or a map of the area that this application affects:

5. Tax Parcel ID# _____ Tax Parcel ID# _____
 Tax Parcel ID# _____ Tax Parcel ID# _____

6. Current Land Use/Zone _____ Proposed Land Use/Zone _____

7. Provide a reference to the section(s) of the Comprehensive Plan that you propose to amend, including the page – if applicable (i.e., Comp Plan, Page xx, Line xx). _____

8. Provide proposed amendatory language. Attach separate sheet(s) if necessary. _____

9. Explain the reason(s) for this amendment proposal. _____

10. Please describe how your proposed amendment meets the following selection criteria. Use a separate sheet(s) if necessary: _____

a. Was this proposed amendment denied during a previous Comprehensive Plan review cycle: YES _____ NO _____. If yes, briefly explain why (if known):

b. Explain how the proposed amendment is consistent with or advances the goals and policies of the Comprehensive Plan: _____

c. Explain how the proposed amendment is consistent with the goals of the Growth Management Act: _____

d. Does the proposed amendment have a relationship to any other City codes and /or regulations: _____

e. What are the cumulative effects of this proposed amendment to the Comprehensive Plan?

f. How would this proposed map amendment be compatible with neighboring properties: _____

Submit additional sheets as necessary to provide the City with a complete application.

FEES

There is no application fee. However, the applicant is responsible for the cost of printing, publishing and mailing of notices for any public hearing and SEPA notification required for the applicant's final docket proposal. (LMC Chapter 3.26)

ADDITIONAL REVIEW PROCESS

Any person with a proposal on the final docket shall be responsible for the completion of any associated environmental reviews, checklists or studies under SEPA for the proposed amendments.

PROPERTY OWNER/APPLICANT ACKNOWLEDGEMENT

Applicant's Signature

Date

Property Owner's Authorized Agent: If you are the property owner's agent, you are required to provide a notarized letter from the property owner authorizing submittal of this application.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE UNDER PENALTY OF PERJURY BY THE LAWS OF THE STATE OF WASHINGTON, AND I AM AUTHORIZED TO MAKE THIS APPLICATION AS THE AGENT OF THE PROPERTY OWNER.

Signature: _____

Date: _____

Print Name: _____

Phone: _____

COMPREHENSIVE PLAN AMENDMENT PROCESS FACT SHEET

1. Who may propose an amendment to the Comprehensive Plan?

Anyone may submit a text or map change amendment to the Comprehensive Plan using a Comprehensive Plan Amendment Request form. The form is available at City Hall or is available at the City's web site (www.langleywa.org).

2. When can a proposed amendment application be submitted to the City?

The amendment cycle is open between June 1st and August 15th.

3. How is an amendment application submitted?

The proposed amendment must be submitted in writing to the Community Planning Department by the deadline and must be complete to be considered.

4. Is there a fee?

There is no application fee. However, applicants are responsible for paying for printing, publishing and mailing of notices for any public hearing. Applicants are also responsible for any environmental reviews or studies that may need to be completed for their proposed amendment.

5. Once a proposed amendment is selected for review, what is the process?

Each amendment will undergo a written analysis prepared by City staff. This report is then provided to the Planning Advisory Board (PAB) for review and consideration. PAB then makes a recommendation to Council regarding the application request.

6. What will happen when the amendment application is submitted?

Following the August 15th deadline for application submittals, staff prepares an analysis report of all applications. This report will then be provided to the Planning Advisory Board at their September meeting. A public meeting will be held after to discuss applications. In October, the Planning Advisory Board will submit their recommendations to council.

Council will review the recommendations in October. If a determination is made that there is not enough information or time due to the nature of a request then Council may abandon or hold the application for the next cycle.

A SEPA determination and notice will be posted in October following council's decision. Requests will also be submitted at this time to the Department of Commerce for review.

The Planning Advisory Board will hold a public hearing in November. Council will review and take into consideration the final requests in November/December.

The Council's decision to consider a proposed amendment does not constitute a decision on the amendment itself.