



COMPREHENSIVE PLAN MAP AND TEXT AMENDMENTS

GENERAL INFORMATION

Comprehensive Plan amendments are either text changes or revisions to the Comprehensive Plan map. Text amendments affect the policy of the Comprehensive plan on a City-wide level. Map amendments change the potential uses and development of specific properties. Under State law changes to the Comprehensive Plan are required to be concurrently reviewed and are ordinarily only allowed once a year.

Text and map amendments must be consistent with the overall policy intent of the Comprehensive Plan. Justification for the change(s) within the context of the Comprehensive Plan is the responsibility of the applicant.

PROCESS AND TIMING

Applications are required to be submitted on or before **JANUARY 31** of a given year.

Prior to submitting an application, applicants are required to apply for a pre-application meeting with the Development Services Department to discuss the proposal. The Development Services Department will provide the applicant with assistance and information on submittal materials, application feasibility, decision criteria, review time, etc.

All applicants are required to bring in one copy of the application package for informal review by a staff planner, prior to formal application and fee payment to ensure that the application is complete. This should be done prior to making the requested number of copies.

Following submittal applications will go before the City Council for docketing. It is during this docketing process that City Council reviews the proposed applications and accepts or rejects them for review and processing during the upcoming year.

The Planning Commission will review the Comprehensive plan amendment application and issue a recommendation to the City Council, unless at the time of the public hearing, the Planning Commission indicates that additional time will be required for the recommendation. The recommendation to approve, conditionally approve or deny the application will be mailed to the applicant and all parties of record. The Planning Commission's recommendation will be forwarded to the City Council for their review, final recommendation, and adoption (if approved) by ordinance.

OTHER NOTEWORTHY ITEMS

- Handouts and Standard Details can be found on the City's website at www.mountvernonwa.gov or can be obtained at City Hall during normal business hours.
- The City cannot accept an application that does not have all of the required items. To accept your application, each of the below-listed Submittal Requirements must be submitted *at the same time* – including all applicable fees. If you have received a prior, written waiver of a submittal item or items during a pre-application meeting, please provide this form in lieu of any submittal item not provided.
- A rezone, if necessary, will be processed by the City following approval of a Comprehensive Plan amendment.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.



SUBMITTAL REQUIREMENTS FOR A MAP AND/OR TEXT AMENDMENT:

SUBMITTAL REQUIREMENTS: The applicant may ask for a waiver of any of the following submittal application materials at their pre-application meeting; and the Development Services Department will review the applicant’s request, and either approve or disallow the waiver, in writing.

CHECK WHEN RECEIVED:	SUBMITTAL ITEM:	NUMBER OF COPIES:	ITEM WAIVED:
<input type="checkbox"/>	AFFIDAVIT FOR SUBMITTED LABELS A form on which an applicant certifies that they obtained the names and addresses of those property owners they were directed to and that this information was obtained from the Skagit County Assessor’s office within the previous 30 days. This affidavit is provided by the CEDD to applicants.	1	
<input type="checkbox"/>	FEES Application fees must be paid when an application is submitted to the CEDD. The total fee amount will be determined at the pre-submittal meeting with a staff planner.		
<input type="checkbox"/>	MASTER LAND USE FORM A form on which an applicant provides their name and contact information and the name and contact information of the property owner if it is not the applicant. Contractor’s information shall be provided on this form (if known), along with general information including the site address, parcel number(s), existing/proposed land uses, existing/proposed Comprehensive Plan designations, existing/proposed zoning designations, site area, project valuation and whether or not the site is within 200 feet of an area designated as a critical area. The current owner(s) of the land must provide their notarized signatures on this form. This form is provided by the CEDD to applicants.	1	
<input type="checkbox"/>	ASSESSOR’S MAP SHOWING SITE AND SURROUNDING AREA A map obtained from the Skagit County Assessor’s office identifying the subject site illustrating all property within 300 feet of the subject site.	2	
<input type="checkbox"/>	ENVIRONMENTAL CHECKLIST INCLUDING NON-PROJECT QUESTIONS If your project triggers SEPA review the “SEPA Checklist” will need to be completed. This checklist contains extensive questions about the natural environment (earth, air, water, etc.) and the built environment (traffic, schools, noise, etc.) of your site. Each question shall be answered accurately and to the best of your knowledge. If a question does not apply, please write “does not apply”. The questions apply to the entire project. Any future plans should be included when answering these questions. The SEPA review process requires an evaluation of cumulative impacts. For this reason it is critical to state all current and future development intentions clearly. In most cases this will prevent you from having to go back through the SEPA review process.	2	
<input type="checkbox"/>	EXISTING COVENANTS (RECORDED COPY) The recorded limitation on property, or assignment of responsibility, which may be set forth in the property deed and/or identified in a title report.	1	
<input type="checkbox"/>	EXISTING EASEMENTS (RECORDED COPY) A recorded document by the property owner granting one or more privileges to use the owner’s land to and/or for the use by the public, a corporation or another person or entity. Easements may be referenced by property deed and are identified in the property title report.	1	
<input type="checkbox"/>	FLOOD HAZARD DATA AND/OR FLOOD ZONE LOCATION Data, including plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing; elevation in relation to mean sea level of the lowest floor (including basement) of all structures; elevation in relation to mean sea level to which any structure has been floodproofed; certification by a registered professional engineer or architect that the floodproofing methods satisfy the City’s floodproofing criteria; and a description of the extent to which a watercourse would be altered or relocated as a result of proposed development. The horizontal and vertical control datum shall be clearly shown.	1	
<input type="checkbox"/>	JUSTIFICATION FOR PROPOSAL A written description and associated mapping setting forth the reasons in favor of the application and addressing permit specific evaluation criteria found in Mount Vernon Municipal Code.	2	
<input type="checkbox"/>	LEGAL DESCRIPTION A description of a piece of land which allows an independent surveyor to locate and identify it. Usually it uses one of the following methods: government survey, metes and bounds or recorded plat (lot and block number).	1	
<input type="checkbox"/>	LEGAL DESCRIPTION, ELECTRONIC COPY IN MS WORD FORMAT		

SUBMITTAL REQUIREMENTS FOR A MAP AND/OR TEXT AMENDMENT - CONTINUED:

CHECK WHEN RECEIVED:	SUBMITTAL ITEM:	NUMBER OF COPIES:	ITEM WAIVED:
<input type="checkbox"/>	<p>LIST OF SITE AND SURROUNDING PROPERTY OWNERS AND MAILING LABELS FOR SAME</p> <p>A listing of all current property owners and their mailing addresses and Skagit County Assessor’s account numbers within the area specified by MVMC 14.05.150(A)(3) of the boundaries of the subject site as obtained from the Skagit County Assessor’s office. The list shall include a notarized statement from the applicant attesting that the ownership information provided is current and accurate. Current shall mean obtained within the past thirty (30) days unless otherwise approved by the CEDD.</p>	1	
<input type="checkbox"/>	<p>MAP OF EXISTING SITE CONDITIONS</p> <p>A plan drawn at the same scale as, or combined with, the grading plan or topography map showing existing topography at two foot contours or less, and including structural and natural features. The plan shall include major trees, shrubs, large rocks, creeks and watersheds, floodplains, buildings, roadways and trails.</p>	3	
<input type="checkbox"/>	<p>NEIGHBORHOOD DETAIL MAP</p> <p>A map, drawn at a scale of one inch equals one hundred feet (1” = 100’) or other scale approved by the CEDD. The map shows the location of the subject site relative to the property boundaries of the surrounding parcels within approximately one thousand feet identifies the subject site with a darker perimeter line than that of surrounding properties. The map also shows the property’s lot lines, existing land uses, building outlines, City boundaries (if applicable), north arrow, graphic scale, and City of Mount Vernon street names for all streets shown.</p>	3	
<input type="checkbox"/>	<p>PLAN REDUCTIONS</p> <p>Eight and one-half inch by eleven inch (8-1/2” x 11”) or eleven inches by seventeen inches (11” x 17”) reductions of all required full size plan sheets including, but not limited to elevations, landscape plans, conceptual utility plans, site plan, and neighborhood detail/vicinity map that will yield legible photocopies.</p>	1	
<input type="checkbox"/>	<p>PRE-APPLICATION MEETING SUMMARY</p> <p>A copy of the memorandum provided to an applicant by planning staff at the pre-application meeting. Please note that pre-applications meeting approvals expire six (6) months following a meeting that is held.</p>	1	
<input type="checkbox"/>	<p>PROJECT NARRATIVE</p> <p>A clear and concise description and summary of a proposed project, including:</p> <ol style="list-style-type: none"> a. Project name, size and location of site; a. Zoning and Comprehensive Plan designations of the site and adjacent properties; b. Current use of the site and any existing improvements; c. Special site features (i.e., wetlands, water bodies, steep slopes, or other critical areas); and a description of the buffers that will be required for each feature; d. Statement addressing soil type and drainage conditions; e. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.); f. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.); g. Total estimated construction cost and estimated fair market value of the proposed project; h. Estimated quantities and type of materials involved if any fill or excavation is proposed; i. Number, type and size of trees to be removed; j. Explanation of any land to be dedicated to the City. 	3	
<input type="checkbox"/>	<p>TITLE REPORT OR PLAT CERTIFICATE</p> <p>A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, dedication, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. An updated certificate or report dated within 30 days before final plat approval is also necessary. Copies of all the encumbrances listed within the certificate or report shall be provided.</p>	1	
<input type="checkbox"/>	<p>CONCURRENCY FORM FOR TRAFFIC</p> <p>A worksheet developed by the Department that an applicant fills out that contains the information necessary so that staff or a traffic consultant working on behalf of the Department can determine the traffic impacts, concurrency requirements, and mitigation that will be necessary for a project. This affidavit is provided by the Department to applicants.</p>	1	

SUBMITTAL REQUIREMENTS FOR A COMPREHENSIVE PLAN TEXT AMENDMENT:

If you are applying for a text amendment all of the items within the table above must be submitted with the exception of the following:

- Assessor's Map Indicating Site/Area;
- Existing Covenants or Easements;
- Flood Hazard Data and/or Flood Zone Location;
- Legal Description;
- Legal Description in MS Word Format;
- List of Site and Surrounding Property Owners;
- Map of Existing Site Conditions;
- Neighborhood Detail Map; and,
- Plan Reductions.

Following is a list of forms that are attached hereto that are required to be completed as part of a Comprehensive Plan Amendment application:

- Agent Authorization Form (only necessary if the owner is appointing an Authorized Agent);
- Affidavit for Mailing Labels;
- Master Land Use Form;
- SEPA Checklist; and,
- Traffic Concurrency Form.