



Permit Center

210 Lottie Street, Bellingham, WA 98225
Phone: (360) 778-8300 Fax: (360) 778-8301 TTY: (360) 778-8382
Email: permits@cob.org Web: www.cob.org/permits

**COMPREHENSIVE / NEIGHBORHOOD PLAN AMENDMENT
APPLICATION FORM**

TO BE COMPLETED BY STAFF: Date Received _____ Case Number _____

Use this form to apply for final review of proposed amendments to the Comprehensive Plan and or Neighborhood Plan that have been accepted for inclusion in the annual docket. Applications must be submitted **within 30 days of the City Council docket decision or a date approved by the Planning and Community Development Director** in order to continue to final review. Incomplete applications will not be accepted. If a complete application is not submitted by the deadline the proposal may be removed from the docket.

1. Submittal Requirements.

A. Site specific proposals must complete the following:

- Pre-application conference with City staff. The purpose of the conference is to obtain guidance on the proposal. A waiver from the staff conference may be requested. *See Pre-Application Meeting Information and Application and waiver forms.*
- Neighborhood meeting. *See Neighborhood Meeting Instructions form.*
- Comprehensive / Neighborhood Plan Amendment Application form.
- SEPA Checklist, including Part D for Non-Project Actions.
- Submit Rezone Application form.
- Attach a map (8.5" x 11") identifying the property included in the proposed amendment and showing parcels and streets located within and adjacent to the site.
- Payment of fees calculated as:

Comprehensive / Neighborhood Plan amendment fee balance:
 \$1,594 + \$255 notice fee + \$213 per acre over the 1st acre (\$12,750 max.) x 0.9
 + Rezone fee: \$1,594 + \$308 notice fee + \$213 per acre over first acre
 + SEPA Checklist fee: \$266

= TOTAL FEE (Final fees will be calculated at the time the application is submitted.)

B. Non-site specific Comprehensive / Neighborhood Plan amendments must submit the following:

- Comprehensive / Neighborhood Plan Amendment Application form.
- A completed SEPA Checklist including Part D for Non-Project Actions.
- Payment of fees:*

Comprehensive / Neighborhood Plan amendment fee balance:
 \$1,594 + \$ 255 notice fee - \$185 docket fee = \$1,664
 + SEPA Checklist fee: \$266

= \$1,930 TOTAL FEE

* Recognized Neighborhood Associations are exempt from these fees when authorized by the City Council at the time of Docketing.

2. If the proposal includes general Comprehensive / Neighborhood Plan amendments that are not site-specific, please describe your amendment proposal as specifically as possible and attach it to this form. If specific wording changes are proposed, show the changes in ~~strike through~~ and underline format. Reference the location in the Plan where the change is proposed.

3. Explain why the amendment is needed.

4. Are there critical areas, such as wetlands or steep slopes present on the site?

5. Attach an explanation of how your proposed Comprehensive Plan and or Neighborhood Plan amendment meets the decision criteria outlined in Bellingham Municipal Code 20.20.040.

BELLINGHAM MUNICIPAL CODE - 20.20.040 DECISION CRITERIA

A. Petitioners requesting amendments to the comprehensive plan and/or a neighborhood plan shall be prepared to offer justification for the request using the following criteria. These criteria will be used by the Planning Commission and City Council to evaluate amendment requests:

1. There exists an error, omission or inconsistency in the pertinent comprehensive plan or neighborhood plan provision; OR
2. All of the following criteria have been met:
 - a. The proposed amendment is consistent with the Growth Management Act and other applicable laws;
 - b. The proposed amendment addresses changing circumstances, changing community values, and is consistent with and will help achieve the comprehensive plan goals and policies;
 - c. The proposed amendment will result in long term benefit to the community and is in the community's overall best interests;
 - d. The amendment will not adversely affect the public health, safety or general welfare; and
 - e. If a concurrent rezone is requested, the proposal must also meet the criteria for rezones in Bellingham Municipal Code 20.19.030 A.

SITE-SPECIFIC PROPOSALS must also provide the following information, as well as all information requested in the rezone application.

Property Owner

Name: _____ Phone: _____

Address: _____

City/State/Zip: _____

Email: _____ Fax: _____

Owner's Authorized Agent/Contact

Name: _____ Phone: _____

Address: _____

City/State/Zip: _____

Email: _____ Fax: _____

Property Information

1. Assessor Parcel Numbers: _____

2. Attach a map (8.5" x 11") identifying the property included in the proposed amendment and showing parcels and streets located within and adjacent to the site.

3. Neighborhood Name: _____ Area Number: _____

Current Comprehensive Plan Land Use Designation: _____

4. Proposed Comprehensive Plan Land Use Designation: _____

5. Current Zoning: _____

6. Proposed Zoning: _____

Property Owner(s)

I am the owner of the property described above or am authorized by the owner to sign and submit this application. I grant permission for the City staff and agents to enter onto the subject property at any reasonable time to consider the merits of the application and post public notice. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete and correct.

I also acknowledge that by signing this application I am the responsible party to receive all correspondence from the City regarding this project including, but not limited to, expiration notifications. If I, at any point during the review or process, am no longer the Applicant for this project, it is my responsibility to update this information with the City in writing in a timely manner.

Signature by Owner/Applicant/Agent: _____ Date: _____

City and State where this application is signed: _____, _____