



Comprehensive Plan Amendment

City of Puyallup
Development Services
333 S. Meridian
Puyallup, WA 98371
Phone: 253-864-4165
www.cityofpuyallup.org

An amendment to the Comprehensive Plan and/or Future Land Use Map of the Comprehensive Plan is a proposed change or revision to the land use designation assigned to specific properties. Since most land use designations correspond to a distinct zone district, an amendment will typically require a concurrent change in zoning to maintain consistency between the Plan and the City's development regulations.

*This application form is for making a citizen-initiated request to amend the Comprehensive Plan. The application is due by **April 1, or the nearest business day thereafter**. Applications shall be submitted to the Development Services Permit Center (address above) by 4:00 p.m. on the due date. Applications received after this date will not be considered until the following year's annual comprehensive plan amendment process.*

Submittal Checklist

- Application is signed and dated
- 5 Copies of completed application form
- 5 Copies of SEPA checklist

Application Fees

Comp Plan Amendment:
\$1,080.00

Environmental Review:
\$250.00

Per PMC 18.40.030, it is the responsibility of the applicant to bear the full cost of providing the required public notice. An invoice will be sent following the Planning Commission public hearing.

Date Received: _____

Staff Initials: _____

APPLICATION INFORMATION

Site Information

Parcel Number
Street Address

Applicant Information

Name		
Street Address		
City	State	Zip
Phone	E-mail	

Owner Information

Name		
Street Address		
City	State	Zip
Phone	E-mail	

Nature of Request (please be specific)

Map Amend	Text Amend	Rezone

Complete all blanks in Sections 1, 2, and 3 of the application form. If a zone change is requested as a part of this comprehensive plan amendment, please also fill out Section 4. Applications affecting multiple parcels must submit a completed and signed Section 5 for each parcel affected by the proposal. A letter or report will not be accepted in lieu of this application. However, additional reports, photos, etc., may be submitted as supporting documentation.

SITE SPECIFIC AMENDMENT PROPOSAL

NOTE: If there are multiple property owners associated with this proposal, please submit a completed and signed copy of the last page of this application for each parcel affected. In order to be considered a complete application, both the property owner and the applicant (if not the property owner) must sign where indicated.

Street Address of Site
Legal Description of the Affected Parcel(s)
Pierce County Tax Parcel Number(s)
Total Acreage or Square Footage of Parcel(s)
Current Use of the Property (describe what buildings/business are located on the site)
Describe the Land Uses Surrounding the Site of the Proposed Amendment
Current Comprehensive Plan designation(s)
Desired Comprehensive Plan designation(s)
Current Zoning of affected Parcel(s)
Desired Zoning

Attach a Map of the Site that Includes Adjacent Street Names

(NOTE: If a change in zoning is sought, an environmental checklist must be completed and turned in with this application — \$250.00 filing fee).

AVAILABILITY OF SERVICE		
The site is currently served by (check one)	sewer	septic
The site is currently served by a (check one)	public water system	well
Water Purveyor		
The site is located on a (check one)	public road	private road
Name of road		
Fire District No	Name	

CRITICAL AREA IDENTIFICATION

The purpose of this section is to determine if a critical area report is required due to the development site being on or near any critical areas. All critical areas identified, and their associated buffers must be shown on the title and map.

Based on the applicant's knowledge and research of the project site, please select any of the critical areas listed below that are located on or within 300 feet of the property boundaries.		
Wetlands	Wellhead Protection Area	Aquifer Recharge Area
Lakes/Ponds	Habitat Corridor	Flood Zone
Streams/Creeks	Habitat Conservation Area	Flood Classification:
Puyallup River Shoreline	Clarks Creek Shoreline	Geologic Hazard Areas
Shoreline Classification:	Shoreline Classification:	Volcanic Hazard Areas
Conservancy	Conservancy	Slopes 0% - 15%
Rural	Rural	Slopes 16% - 39%
Urban	Urban	Slopes 40% or Greater

Please describe the critical areas checked above and their location in relation to the proposed development. Please show their location on any plans to be submitted.

Do you know of any present or past critical area studies that have been conducted for critical areas on-site or adjacent to the site? Please describe below; including their date, scope, conclusions, and parcels they included.

Do you know if any critical areas have been placed inside a tract or a protection easement that is recorded on the title or plat for this site or any adjacent site? Please describe below, including name of tract or easement, location, and Puyallup permit number or recording number.

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PROPOSED AMENDMENT

General description of proposal

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Description of the specific reason(s) for proposing this amendment

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REVIEW CRITERIA – Comprehensive Plan Amendment

The Puyallup Comprehensive Plan was developed and adopted after significant study and public participation and for this reason, the principles, goals, objectives and policies contained therein are granted substantial weight when considering any proposed amendment. Therefore, as noted in PMC 18.40.071, the burden of proof for justifying a proposed amendment rests with the applicant. The adopted Comprehensive Plan is available for review on the planning page of the City's website (<http://www.cityofpuyallup.org/>).

In order to support your request, please answer the following:

a) Please describe how the proposed change will further, and be consistent with, the goals, objectives, and policies of the comprehensive plan.

<i>If the proposed amendment is to change the land use designation of a specific property on future land use map, the applicant must demonstrate either of the following (b or c)</i>

b) The current land use designation was 1) made in error or 2) due to an oversight.

c) There has been a change in conditions since the current land use designation was established.
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REVIEW CRITERIA – Associated Rezone Request

NOTE: If no zone change is sought, this section may be left blank. If a change in zoning is sought, an environmental checklist must be completed and turned in with this application – \$250.00 filing fee.

As described by PMC 20.90, the zoning of properties proposed for annexation to the city and area-wide rezones considered as part of a city-initiated planning program are legislative actions and shall be considered by the city council following review and recommendation by the planning commission. Each determination granting a rezone shall be supported by written findings and conclusions showing specifically wherein all of the following conditions exist

a) How is the proposed zoning amendment to the zoning map consistent with the goals, objectives and policies of the comprehensive plan?

b) How is the proposed zoning amendment to the zoning map consistent with the scope and purpose of the City zoning code (PMC 20.05.005) to protect, promote and enhance the public safety, healthy and general welfare, and the description and purpose of the zone classification applied for?

c) How have conditions changed since the previous zoning became effective to warrant the proposed amendment to the zoning map?

d) How is the proposed amendment to the zoning map in the interest of furtherance of the public health, safety, comfort, convenience and general welfare, and how will the proposed amendment to the zoning map not adversely affect the surrounding neighborhood, nor be injurious to other properties in the vicinity in which the subject property is located?

Public Notification

Upon receipt of a completed application and the required filing fee, the City will use the parcel number information provided by the applicant to generate a list of all property owners of record within the public notification area (a minimum of 500 feet from the subject parcel/s) and notify those property owners of the proposal. Additional public notice requirements are described in PMC 18.40.030.

Signature of Applicant/Contact Date _____

Signature of Applicant/Contact Date _____

**INFORMATION FOR APPLICATIONS
AFFECTING
MULTIPLE PARCELS**

Applications affecting multiple parcels must submit this page, completed and signed, for each parcel affected by the proposal.

I. Contact Information

Taxpayer or legal owner name		
Mailing Address		
City	State	Zip Code
Telephone		
Email		
Site Address		
Legal Description of parcel(s)		
Parcel number(s)		
Total acreage or square footage of parcel(s)		

Signature of Property Owner Date _____