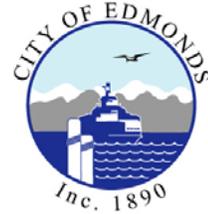


City of Edmonds Development Information



Comprehensive Plan Text or Map Amendment

This summary outlines the procedure for requesting an amendment to the text or land use map of the Edmonds Comprehensive Plan. All amendments to the Comprehensive Plan are Type V actions subject to review by the Planning Board, with final approval by the City Council. The regulations for amending the Comprehensive Plan are provided within Edmonds Community Development Code (ECDC) Chapter 20.00.

Pursuant to the State Growth Management Act, the City is only permitted to amend its Comprehensive Plan once a year. In order to facilitate this requirement, the Planning Division processes all citizen and City initiated requests together.

All applications must be submitted for consideration to the Planning Division by no later than December 31st of each year, or the City business day after the 31st, should it fall on a holiday or weekend, in accordance with the procedures set forth below.

Application Procedure

Prepare and submit an application for an amendment to the Comprehensive Plan **text** or **map** on the forms provided by the Planning Division. All applications shall include the following:

1. Completed and signed land use application form.
2. Fee: See Fee Sheet (Type V Permit). *Note: Additional fees may apply.*
3. Completed and signed Environmental Checklist with applicable review fee (see Fee Sheet).
4. A description of the proposal, including any relevant background material and the specific reasons for making the proposal.
5. A description of:
 - a) How the proposal is consistent with the applicable provisions of the Comprehensive Plan;
 - b) How the proposal bears a substantial relation to public health, safety and welfare; and
 - c) How the proposal is in the best interest of the City.
6. For amendments to the Comprehensive Plan map:
 - a) Adjacent property owner's list representing all properties within 300 feet of any point of the property, or properties, for which the map amendment is being requested (see Handout #P2).
 - b) Vicinity map (maximum size of 11" by 17") indicating the subject property/properties and all property within 400 feet of any boundary of the subject property/properties. The map must include a north arrow, street names of those streets adjoining and near the site, and any additional information that may be useful.

Public Hearing Review Process

The Planning Board will consider the proposal at a public hearing. After their review, the Planning Board will forward their recommendations on to the City Council for a final decision on the matter.

Required Findings

Pursuant to ECDC 20.00.050, an amendment to the Comprehensive Plan may be adopted only if the following findings are made:

1. The proposed amendment is consistent with the provisions of the Edmonds Comprehensive Plan and is in the public interest;
2. The proposed amendment would not be detrimental to the public interest, health, safety or welfare of the city;
3. The proposed amendment would maintain the appropriate balance of land uses within the city; and
4. In the case of an amendment to the Comprehensive Plan map, the subject parcels are physically suitable for the requested land use designation(s) and the anticipated land use development(s), including, but not limited to, access, provision of utilities, compatibility with adjoining land uses and absence of physical constraints.

Note: This information should not be used as a substitute for City codes and regulations. The Edmonds Community Development Code (ECDC) may be viewed at www.edmondswa.gov. The applicant is responsible for ensuring compliance with the fees and regulations that are applicable at the time of submittal. If you have a specific question about a certain aspect of your project, please contact the Planning Division at 121 Fifth Avenue North, (425) 771-0220. Please note that other local, state, and/or federal permits or approvals may be required.