



## COMPREHENSIVE PLAN MAP & TEXT AMENDMENTS & ASSOCIATED REZONE(S)

**PURPOSE:** 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. A Comprehensive Plan map amendment will also address a site's zoning designation if the zoning is not consistent with the proposed Comprehensive Plan map designation. 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.

**WHEN TO APPLY:** You must submit your applications on or before **JANUARY 31** of a given year, and applications will be processed beginning in February of that year.

**APPLICATION TIMES:** Applications will be accepted at the Town of Concrete Planning Department at Town Hall. No appointment is necessary for the formal application submittal; however, an appointment with the Town Planner to review one copy of the application prior to formal submittal to ensure completeness is advisable.

**EARLY CONSULTATION:** An opportunity for a pre-application meeting with the Town Staff to discuss the proposal is available and it is advised for all proposals. The Town Staff will provide the applicant with assistance and information on the application feasibility, decision criteria, and review time, etc.

**COMPREHENSIVE PLAN AMENDMENT (AND ANY ASSOCIATED REZONE) PROCESS:** Once the Comprehensive Plan amendment (and any associated rezone) application packet has been accepted for review, the Town Planner will mail notices to property owners within 300 feet of the project site (if you are applying for a map amendment) and will publish a notice in the Skagit Valley Herald. For site specific requests, the planner will contact the applicant to let them know when and where the public notice signs need to be posted. It is the applicant's responsibility for posting and taking down these signs.

The proposed plan will be routed for review to other Town departments, jurisdictions, or agencies that may have an interest in the application, and SEPA Review will be conducted.

The applications will go before the Town Council for docketing, following the January 31<sup>st</sup> due date. It is during this docketing process that 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 (and any associated rezone) application and issue a recommendation to the 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 Town Council for their review, final recommendation, and adoption (if approved) by ordinance.

**COMPLETE APPLICATION REQUIRED:** The Town cannot accept an application that does not have *all* of the required items. To accept your application, each of the following must be submitted *at the same time*. 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.

**SUBMITTAL REQUIREMENTS:** The applicant may ask for a waiver of any of the following submittal application materials at their pre-application meeting; and the Town Planner will review the applicant's request, and either approve or disallow the waiver. If approved this checklist will be annotated and the annotated copy must be submitted with the application.

**SUBMITTAL REQUIREMENTS FOR A MAP AND/OR TEXT AMENDMENT – AND REZONE WITH MAP AMENDMENTS:**

Check when Received:	Submittal Item:	Number of Copies:	Item Waived:
<input type="checkbox"/>	<b>Fees</b> Application fees must be paid when an application is submitted to the Development Services Department. The total fee amount will be determined at the pre-submittal meeting with a staff planner.		
<input type="checkbox"/>	<b>List of Site and Surrounding Property Owners and Mailing Labels for Same</b> A listing of all current property owners and their mailing addresses and Skagit County Assessor’s account numbers within 300 feet of the boundaries of the subject site as obtained from the Skagit County Assessor’s office.	<b>1</b> copy of list & <b>3</b> sets of labels	
<input type="checkbox"/>	<b>Master Land Use Permit Application</b> 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. This form is available at the Town or on the Town’s web site.	<b>2</b>	
<input type="checkbox"/>	<b>Assessor’s Map Showing Site and Surrounding Area</b> A map obtained from the Skagit County web site identifying the subject site illustrating all property within 300 feet of the subject site.	<b>2</b>	
<input type="checkbox"/>	<b>Environmental Checklist</b> Comprehensive Plan Amendment Requests are considered Non-Project actions so the Non-Project Supplement to the Checklist must be filled out.	<b>2</b>	
<input type="checkbox"/>	<b>Existing covenants (recorded copy) (if any)</b> 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.	<b>2</b>	
<input type="checkbox"/>	<b>Existing Easements (recorded copy) (if any)</b> 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.	<b>2</b>	
<input type="checkbox"/>	<b>Flood Hazard Data and/or Flood Zone Location (if applicable)</b> Site Plan indicating the location of the area proposed for redesignation with location of Flood Zone clearly depicted. Location of any existing structures located within a Flood Zone and any existing data regarding flood proofing.	<b>2</b>	
<input type="checkbox"/>	<b>Legal Description</b> 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).	One digital copy in MS Word	
<input type="checkbox"/>	<b>Neighborhood Detail Map</b> A map that shows the location of the subject site relative to the property boundaries of the surrounding parcels within approximately one thousand feet and 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. This map can be generated using Imap from the Skagit County website.	<b>2</b>	
<input type="checkbox"/>	<b>Pre-Application Meeting Summary</b> 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.	<b>2</b>	
<input type="checkbox"/>	<b>Project Narrative</b> A clear and concise description and summary of a proposed project, including: <ul style="list-style-type: none"> <li>a. Project name, size and location of site;</li> <li>a. Zoning and Comprehensive Plan designations of the site and adjacent properties;</li> <li>b. Current use of the site and any existing improvements;</li> <li>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;</li> <li>d. Proposed use of the property in general terms not project specific—this is informational only and will not be evaluated as part of the Comprehensive Plan Amendment request.</li> </ul>	<b>2</b>	

<input type="checkbox"/>	<p><b>Justification for Proposal</b></p> <p>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 and showing consistency the overall policy intent of the Comprehensive Plan. This can be combined with the project narrative</p>	<b>2</b>	
<input type="checkbox"/>	<p><b>Title Report or Plat Certificate</b></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>	<b>2</b>	

**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:

Check when Received:	Submittal Item:	Number of Copies:	Item Waived:
<input type="checkbox"/>	<p><b>Fees</b></p> <p>Application fees must be paid when an application is submitted to the Development Services Department. The total fee amount will be determined at the pre-submittal meeting with a staff planner.</p>		
<input type="checkbox"/>	<p><b>Master Land Use Application</b></p> <p>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. This form is available at the Town or on the Town's web site.</p>	<b>2</b>	
<input type="checkbox"/>	<p><b>Environmental Checklist</b></p> <p>Comprehensive Plan Amendment Requests are considered Non-Project actions so the Non-Project Supplement to the Checklist must be filled out.</p>	<b>2</b>	
<input type="checkbox"/>	<p><b>Pre-Application Meeting Summary</b></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>	<b>2</b>	
<input type="checkbox"/>	<p><b>Project Narrative</b></p> <p>A clear and concise description and summary of a proposed text amendment including any specifics about where it would apply if not Town wide.</p>	<b>2</b>	
<input type="checkbox"/>	<p><b>Justification for Proposal</b></p> <p>A written description setting forth the reasons in favor of the application and addressing permit specific evaluation criteria found in Concrete Municipal Code and showing consistency the overall policy intent of the Comprehensive Plan. This can be combined with the project narrative</p>	<b>2</b>	
<input type="checkbox"/>	<p><b>Title Report or Plat Certificate</b></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>	<b>2</b>	