



GRANT COUNTY
PLANNING DEPARTMENT
P.O. Box 37 - 264 WEST DIVISION AVENUE
EHRATA, WA 98823
(509) 754-2011 EXT 2501

Comprehensive Plan & Unified Development Code

Comprehensive Plan Map Amendment \$1000 Comp Plan Text Amendment \$800 UDC Text Amendment \$1000 SEPA \$300

INFORMATION AND PROCEDURES FOR AMENDMENTS

An amendment to the Comprehensive Plan or Unified Development Code (UDC) is a legislative action that is governed by the procedures and regulations in Chapter 25.12 of the Grant County UDC.

Under Section 130 of the Growth Management Act, the County may consider and make changes to the Comprehensive Plan and its land-use maps once a year. Any interested person, organization, agency, business, or tribe may submit suggestions, proposals, or requests to the County for amendments to the Comprehensive Plan, Plan Maps or the regulations of the UDC.

In accordance with this direction, the County has established a docketing system for the annual receipt, processing, and consideration of suggested amendments. The full set of submittals for amendment may be examined at the Planning Department. General procedures and application requirements are described below.

General Procedures

APPLICATION PERIOD: *Suggestions, proposals or requests for amendments to the Comprehensive Plan may be submitted and must be received by the Planning Department no later than 5 p.m. March 31. Submittals that are received after that time and date will be returned to the applicant, and must be resubmitted for consideration during the following amendment cycle. Suggestions, proposals or requests for amendments to the UDC may be submitted at any time.*

NOTICE: The County will publish a legal notice in the official newspaper of record to inform the public of the opportunity to submit suggestions or requests for changes to the Comprehensive Plan and UDC. All suggestions and requests will be considered at advertised hearings before the Planning Commission and Board of County Commissioners (BOCC), in accordance with state law and county requirements. Notice of public hearings or public meetings will be provided to the public as set forth in Chapter 25.12 of the UDC, and all other notice required by state law will be provided.

REVIEW AND DECISION PROCEDURES: All proposed amendments will be considered according to the procedures established in Chapter 25.12 of the UDC. Nothing in Chapter 25.12 or the permit processing of the UDC shall limit the authority of the BOCC to make changes to the County's Comprehensive Plan or the UDC as part of the annual revision process. These procedures are generally as follows:

- Each year, the Planning Department will evaluate all suggestions and requests for Comp Plan amendments, and will prepare recommendations for a hearing before the Planning Commission. Planning Department recommendations will not generally involve extensive analysis of issues, but rather will consider the problem to be resolved, applicable direction from state laws and regulations, and where applicable, alternative solutions and available budget and staffing. Should detailed analysis be requested, the BOCC may direct staff to take the necessary steps to add the project to the Department's work program. In addition to the department

recommendations, the full set of suggestions and requests will be provided to the Planning Commission for consideration.

- The Planning Commission will consider the amendment requests along with the Planning Department's recommendations in an open public hearing and, if necessary, one or more open meetings to deliberate on the requests. The Planning Commission and Planning Department will make recommendations to the BOCC following the hearing. In addition to these recommendations for action, the full set of amendment requests will be provided to the BOCC for its consideration.
- The BOCC will consider the amendment requests, the recommendations of the Planning Commission and Planning Department, and will determine 1) which proposals to approve for amendment, 2) which proposals to refer to the Planning Department for further staff work, and 3) which proposals will not be approved.

The BOCC may, at its option, consider the Planning Commission's recommendation in an open record public hearing or closed record public hearing held in accordance with the requirements of Chapter 25.12 of the UDC.

- Any amendments to the Comprehensive Plan or UDC are subject to environmental review and public notice.
- The Planning Department will notify the state Department of Community, Trade, and Economic Development (DCTED) of the County's intent to adopt amendments to the Comprehensive Plan or UDC at least 60 days prior to final adoption.
- Final action is reserved for the BOCC. The BOCC's decision shall become effective by passage of an ordinance or resolution, and issuing of a notice of decision. For changes to the Shoreline Master Program, this action is further subject to certification by the Washington Department of Ecology (WDOE) as required by 90.58.120 RCW. Within ten days of final adoption the County will transmit a copy of the amended Comprehensive Plan and UDC or sections thereof to DCTED, and a copy of the amended Shoreline Master Program or sections thereof to the WDOE.

APPEAL PROCEDURES: Procedures for appeals are specified in state law and Grant County UDC Chapter 25.12. A decision by the WDOE to approve, adopt by rule, or deny a proposed master program amendment may be appealed to the Eastern Washington Growth Management Hearings Board as provided in 90.58.190 and Chapter 461-08 WAC.

CONTENTS OF PETITION: Petitions for Comprehensive Plan amendments shall be in writing on forms provided by the Department. Applicants shall provide complete responses to all the requests for information and as well, provide any suggested amendatory language where appropriate. Incomplete applications will be returned to the applicant for revision and resubmission. Complete petitions shall contain the following:

1. A Petition for "**Policy or Plan Text Amendment**" shall include pages 1, 2 & 3 of the application form.
2. A Petition for "**UGA Boundary or Plan Map Change**" shall include pages 1, 2 & 3 of the application form and Application Supplement "A" (Page 4).
3. A Petition for "**Site-Specific Land Use Redesignation**" shall include pages 1, 2 & 3 of the application form and Application Supplement "B" (Pages 5 & 6).
 - a) **Criteria for Approval of Site-specific Land Use Redesignation.** A petition for a site-specific land use redesignation will be reviewed by the reviewing authority for conformance with pertinent provisions of the comprehensive plan and development regulations. In reviewing the petition, the reviewing authority shall consider testimony provided at any public hearing and recommendations provided by interested and affected agencies and jurisdictions. The reviewing authority may approve or approve with conditions an application for a change of designation or density of property if all of the following criteria are met:
 - (1) The change would benefit the public health, safety, and/or welfare;
 - (2) The change is warranted because of changed circumstances or because of a need for additional property in the proposed land-use designation;
 - (3) The change is consistent with the criteria for land use designations specified in the Comprehensive Plan;
 - (4) The change will not be detrimental to uses or property in the immediate vicinity of the subject property;
 - (5) The change has merit and value for the community as a whole;
 - (6) The change, if granted, will not result in a group of property owners enjoying greater privileges and opportunities than those enjoyed by other property owners in the vicinity where there is not substantive difference in the properties themselves that justifies different designations;
 - (7) The benefits of the change will outweigh any significant adverse impacts of the change;
 - (8) The change is consistent with the purpose and intent of the Comprehensive Plan and the requirements of GCC Titles 22, 23, 24 and 25; and
 - (9) The change complies with all other applicable criteria and standards of Chapter 25.12.
 - b) **Concomitant Agreement:** The County is authorized to require that the applicant enter into a concomitant agreement with the County as a condition of any site-specific land use redesignation. Through that agreement, the County may impose development conditions necessary to mitigate potential impacts of the use or development that may occur as a result of such redesignation.

FOR FURTHER INFORMATION: If you have any questions or need assistance, please contact the Planning Department by phoning (509) 754-2011.

Proposal, Suggestion or Request for Amendment to the Grant County Comprehensive Plan or Unified Development Code

Please Print or Type the Following Information:

Page 1

Name: _____

Name: _____

Organization or Agency (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (_____) _____ e-mail: _____

If an agent is submitting this request for amendment, please provide the following information. If additional persons or parties are submitting this request for amendment, please provide the above information and a signature for each person or party.

Name of Agent: _____ Telephone: (_____) _____

Address: _____

City: _____ State: _____ Zip Code: _____

I. Please describe how the current language in the Plan or UDC affects you, your property, or your organization or agency. If your property is affected, but the address above is different from the affected property, please provide the tax parcel number(s) and location(s) of the affected property. Attach additional sheets as necessary.

I, the undersigned, swear or affirm under penalty of perjury that the responses contained within this application are made truthfully and to the best of my knowledge.

Signature

Date

Signature

Date

For Planning Department Use Only

Date Received: _____ Comp Plan _____ Maps _____ UDC _____ Number: _____

Suggestion or Request for Amendment to the Grant County Comprehensive Plan or Unified Development Code

Name(s) : _____ Page 2

CITATION TO CURRENT LANGUAGE: Please indicate which document should be amended, and where:

- Comp Plan Element (if applicable) _____ Section _____ Subsections _____
- UDC Section _____ Subsections _____
- Maps Title/Figure _____ Designation _____

Amendment Application Information: Any additional application supplements required in the “*Comprehensive Plan and Unified Development Code General Amendment Information and Procedures*” (see attached), must be included in order to submit a complete application. Incomplete applications will be returned to the applicant for revision and resubmission. **Complete** applications must be received the Planning Department by 5p.m. March 31. Please include separate sheets as necessary.

II. Please provide a detailed statement of what is proposed to be changed and why:

III. Please provide a statement of anticipated impacts to be caused by the change, including the geographic area affected and issues presented:

IV. Please explain why existing Comprehensive Plan policies should not continue to be in effect or why existing policies no longer apply:

Suggestion or Request for Amendment to the Grant County Comprehensive Plan or Unified Development Code

Name(s) : _____ Page 3

V. Please provide a statement of how the amendment complies with the Comprehensive Plan's community vision statements, goals, objectives, and policy directives:

VI. Please provide a statement of how adopted capital facilities plans and transportation elements support the change:

VII. Please provide a statement of how the change affects implementing development regulations (GCC Titles 22, 23, 24 and 25) and the necessary changes to bring the implementing development regulations into compliance with the Plan:

VIII. Please provide a summary of any public review of the recommended change:

IX. If applicable, please provide the suggested new language, and indicate where the new language should be located (if different from the citation above):

“UGA Boundary or Plan Map Change”
Application Supplement “A”
Suggestion or Request for Amendment to the Grant
County Comprehensive Plan

Name : _____ Page 4

X. Please provide a detailed statement describing how the UGA boundary or map amendment complies with comprehensive plan land use designation criteria:

XI. Please provide a detailed statement of how the proposed UGA boundary changes are supported by and dependant on criteria set forth in the GMA such as population forecasts and allocated urban population distributions, existing urban densities and infill opportunities, and phasing and availability of adequate public facility and service capacities to serve such development in an economical manner, proximity to designated natural resource lands and the presence of critical areas:

XII. Please provide a detailed statement of how: **i)** The full range of urban public services and facilities, including water, sewer, storm drainage, transportation, fire protection, and schools can be adequately provided in an efficient, timely and economically feasible manner; **ii)** It is compatible with contiguous development within the UGA and adjacent rural and resource lands; and **iii)** Development in the amended area will occur at urban densities:

XIII. Please provide a detailed statement of how the proposed rural area and/or resource land map designation change is supported by and dependent on population forecasts and allocated non-urban population distributions, existing rural area and natural resource land densities and infill opportunities:

XIV. Please provide a detailed statement of how any proposed resource land map designation changes recognizes that resource land designations were intended to be long-term designations and are dependent on one or more of the following: **i)** A change in circumstances pertaining to the Comprehensive Plan or public policy; **ii)** A change in circumstances beyond the control of the landowner pertaining to the subject property; **iii)** An error in initial designation; and **iv)** New information on resource land or critical area status:

“Site-Specific Land Use Redesignation”
Application Supplement “B”
Suggestion or Request for Amendment to the Grant
County Comprehensive Plan

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Please Attach the Following:

- XV. Map(s) of the property and general vicinity that shows existing buildings and structures, roads, water bodies, critical areas, and other significant features, land use and zoning designations. The Grant County Assessor or Planning Department can assist in providing base maps on which to provide this information.**
- XVI. A completed and signed SEPA Checklist.**
- XVII. Written analysis of how the requested redesignation meets the criteria for approval (see attached General Procedures 3.a).**
- XVIII. Application fee.**

Please provide the following information about your property located in Grant County. **ATTACH ADDITIONAL SHEETS AS NECESSARY.**

IXX. Grant County Tax Parcel Number(s):

XX. Legal Description(s):

XXI. Historic use of the property and adjoining land:

XXII. Population density of the surrounding area:

XXIII. Existing soil and sewage disposal conditions:

XXIV. Description of existing water availability:

“Site-Specific Land Use Redesignation”
Application Supplement “B” (Continued)
Suggestion or Request for Amendment to the Grant
County Comprehensive Plan

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XXV. Description of the land's suitability for agricultural purpose:

XXVI. Known archaeological or cultural resources located on the property:

XXVII. Known critical areas located on the property:

XXVIII. Availability of existing public services and utilities:

XXIX. Names of abutting property owners: