COMPREHENSIVE PLAN AMENDMENT APPLICATION
The information required in this application is necessary to evaluate your proposed Comprehensive Plan Amendment. If an amendment is proposed which will affect the City’s Comprehensive Plan Map (LU-1) and the City’s Zoning Map, a concurrent zoning map amendment and an additional fee will be required for processing. Please contact the Department of Community Development for further information regarding the process for a zoning map amendment.

Copies of the Newcastle Comprehensive Plan and Newcastle Municipal Code are available for inspection at the public counter at City Hall, at the downtown Bellevue public library and in the Governmental Research Library, 307 Municipal Building, Seattle, Washington. The Newcastle Comprehensive Plan and Municipal Code are also available on the City’s website at www.ci.newcastle.wa.us

FILING OF APPLICATION
Applications are submitted to the Community Development Department and must be received by July 15, 2011 to be included on the docket. You must submit all of the application documents listed on the following pages to complete your application. An application fee is required at the time of filing and is based on the latest adopted fee schedule. If payment is by check, the check shall be made payable to the City of Newcastle.

DEVELOPMENT DEPOSIT
A developer deposit is a required element of a Comprehensive Plan Amendment application. The deposit shall be applied toward services performed and costs expended on Applicant’s behalf. The Applicant is financially responsible for the cost of the amendment regardless of the status.

SEPA REVIEW
All proposed Comprehensive Plan Amendments are responsible for completing and submitting and SEPA Checklist. The Applicant is responsible for the fees and cost of review of the SEPA Checklist and Determination. A Comprehensive Plan Amendment is considered a Non-Project; therefore, the Non-Project SEPA supplement shall be included in the submittal.

REVIEW OF PROPOSED COMPREHENSIVE PLAN AMENDMENTS
Detailed information regarding the review process for a proposed Comprehensive Plan Amendment can be found in NMC 19.17 Comprehensive Plan Procedures.

Once the application window closes, the Planning Commission reviews the docket and forwards their recommendation to the City Council for their consideration. The City Council decides which proposed amendments should be considered and establishes a plan amendment schedule. The Planning Commission evaluates the proposed amendments and forwards their final recommendation to the City Council. The City Council reviews the recommendation, holds a public hearing, and decides on adoption of the proposed amendments.
The Planning Commission and the City Council shall consider all amendment proposals concurrently so that cumulative impacts can be determined.

**APPEAL PROCESS**

The final decision on a Comprehensive Plan Amendment is appealable to the Growth Management Hearings Board per the standards of NMC 19.15, Appeal Procedures.
APPLICATION DOCUMENTS:
The following is required information to be submitted at the time of application:

1. **Application** (attached): Submit one original and five copies.

2. **Written Request**: A written request meeting the criteria, as specified, should accompany the application.

3. **Application fees**: Submit the application fee at the time of submittal.

4. **Agreement to Pay Fees**: Submit one original.

5. **Mailing Labels**: Submit one set of recent (within 90 days) mailing labels for all property owners within 500 feet of any boundary of the subject property. Date and source of labels must be included.

6. **Applicant’s Environmental Checklist**: All items on the environmental checklist should be answered as concisely and candidly as possible. If information requested does not apply to the proposed project, enter “N/A” (not applicable). Additional sheets may be used if necessary. The Applicant will be contacted by the Department of Community Development if additional information is required. Failure to respond may cause postponement of consideration of your request.

7. **Environmental Impact Statement**: Submit five copies if an EIS has been prepared

8. **Additional Information**: Provide five copies of any additional information (sketches, engineering reports, petitions, photographs, etc.) that you believe will justify, clarify, or explain your request or will assist in assessing the potential impact of granting your request. The City of Newcastle may at any time request additional information or studies.
COMPREHENSIVE PLAN AMENDMENT APPLICATION

NAME OF APPLICATION

APPLICATION NO.

APPLICANT/CONTACT PERSON

TELEPHONE NUMBER

STREET ADDRESS, CITY, STATE, ZIP CODE

PARTY RESPONSIBLE FOR PAYMENT OF FEES

NAME & TELEPHONE NUMBER

STREET ADDRESS, CITY, STATE, ZIP CODE

PROPERTY OWNER/S (ATTACH ADDITIONAL SHEETS IF NECESSARY)

NAME & TELEPHONE NUMBER

STREET ADDRESS, CITY, STATE, ZIP CODE

TYPE OF AMENDMENT REQUESTED

☐ COMPREHENSIVE PLAN ☐ ZONE RECLASSIFICATION

CURRENT ZONE ____ DESIRED ZONE ____

ASSESSORS PARCEL NUMBERS FOR ALL PROPERTIES AFFECTED BY THIS AMENDMENT (ATTACH ADDITIONAL SHEETS IF NECESSARY):

________________________________________________________________________

________________________________________________________________________

DESCRIPTION OF THE SPECIFIC REASON FOR PROPOSING AN AMENDMENT (ATTACH ADDITIONAL SHEETS IF NECESSARY):

________________________________________________________________________

________________________________________________________________________
HOW DOES THE PROPOSED AMENDMENT CONFORM TO THE REQUIREMENTS OF THE GROWTH MANAGEMENT ACT? (ATTACH ADDITIONAL SHEETS IF NECESSARY):
COMPREHENSIVE PLAN AMENDMENT
REQUEST FOR AN AMENDMENT

PROPOSING AN AMENDMENT
The City adopted the comprehensive plan after significant study and public participation, therefore the burden of proof for justifying the proposed amendment is the responsibility of the Applicant. The Department of Community Development, the Planning Commission, and the Council may require the submittal of additional information, if such information is necessary for the review of the proposed amendment. A proposed amendment must be submitted in writing to the Department of Community Development and shall consist of the following information.

A. A description of the proposal, including any relevant background information.
B. Reverence to the elements(s) of the Comprehensive Plan or development regulation that is proposed for amendment.
C. Proposed amendatory language.
D. An explanation of why the amendment is being proposed.
E. A description and map of the properties and area that would be affected by the proposal.

PROPOSING A ZONE RELCLASSIFICATION
If the Applicant is requesting an amendment to the Comprehensive Plan that concurrently affects the Comprehensive Plan Map (LU-1) and the City’s Zoning Map the Applicant shall apply for a zone map amendment. A zone reclassification will only be granted if the Applicant demonstrates that the proposal is consistent with the Comprehensive Plan, applicable function plans, and complies with the following criteria. These criteria shall be addressed in the written submittal as specified in the Proposing an Amendment section above.

A. There is a demonstrated need for additional zoning as the type proposed.
B. The zone reclassification is consistent and compatible with uses and zoning of the surrounding properties.
C. There have been significant changes in the circumstances of the property to be rezoned or surrounding properties to warrant a change in classification.
D. The property is practically and physically suited for the uses allowed in the proposed zone reclassification.

REVIEW CRITERIA
The Planning Commission will review all proposed amendments and zone reclassifications based on the Review Criteria in NMC 19.17.050.D. The Applicant is advised to address the Review Criteria in their written submittal as specified in the Proposing an Amendment section above.
This section should be completed for each parcel affected by the proposed amendment or zone reclassification. Please make copies of this form as necessary.

**PARCEL INFORMATION**

1. Site Address: ___________________________________________________________

2. Parcel Number: _________________________________________________________

3. Total Acreage or Square Footage of the Parcel: _____________________________

4. Taxpayer or Legal Owner: ______________________________________________
   Address: ___________________________________________________________________
   City/State/Zip: ___________________________________________________________________
   Telephone: __________________ Fax: _____________________________________________

5. Current use of the property _____________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

6. Describe the Land Uses Surrounding the Site of the proposed amendment: _____
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

7. Current Land Use Designation: _____________________________________________

8. Proposed Land Use Designation: _____________________________________________

9. Current Zone Classification: ______________________________________________

10. Desired Zone Classification: _____________________________________________

11. The site is currently served by □ PUBLIC SEWER □ SEPTIC

12. The site is currently served by □ PUBLIC WATER □ WELL