

**Amendment to the Comprehensive Plan**

A Comprehensive Plan Amendment is a proposed change or revision to the City’s Comprehensive Plan. Any individual, organization, corporation, partnership, governmental unit or other entity may suggest amendments to the comprehensive plan, provided that only the city or someone with ownership interest in a site or the owner’s representative may initiate an amendment specific to that site.

The Bonney Lake Comprehensive Plan may only be amended once a year and comprehensive plan amendments initiated by parties other than the city shall be processed every other year on odd-numbered years. Complete comprehensive plan amendment requests received by April 30<sup>th</sup> of any odd-numbered year shall be processed that year in accordance with the Bonney Lake Municipal Code 14.140.040 through 14.140.100.

<b>FOR CITY USE ONLY</b>
<b>Submitted</b>

PROJECT NAME:
---------------

**DOCUMENTS:**

	1. A completed master land use application.
	2. The filing fee required pursuant to Bonney Lake Municipal Code Chapter 3.68
	3. Thirty (30) copies of the completed and signed (in ink) SEPA Environmental Checklist with the SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS unless the application is determined to be categorically exempt under WAC 197-11-800.
	4. Provide a narrative describing how the proposal is:
	a. Compatible with adjacent land uses and surrounding neighborhoods and what impacts the amendment will have on adjacent land uses and surrounding neighborhoods,
	b. If there are adequate community facilities (i.e. utilities, roads, parks, schools) available to serve the proposed areas and what impacts will the proposed area have on these facilities,
	c. Beneficial to the neighborhood, city, and region,
	d. Impacting the natural environment, open space, wetlands, streams, or lakes, and
	e. Consistent with the purposes and intent of relevant city ordinances and the Comprehensive Plan’s goals, objectives, and policies.
	5. For map amendments, provide fifteen (15) copies of a site plan, 18” x 24”, drawn to scale, displaying the following:
	a. All parcels proposed for land use re-designation.
	b. The area of each parcel proposed for re-designation.
	c. The existing <b>and</b> proposed land use designation.
	d. All natural features including, but not limited to wetlands, steep slopes, and streams.
	e. Scale (min 1” = 50’) and north arrow.

	f. Vicinity Map (min scale 1" = ¼ mile).
	g. 2 SETS of Mailing labels that include the names and addresses of adjoining property owners and residents within 600 feet of all sides of the subject property along with stamped No. 10 envelopes and return label to read: City of Bonney Lake PO Box 7380, Bonney Lake, WA 98391. Include a vicinity map that shows the 600 foot radius and numbered to correspond with list of mailing labels. Please provide source of mailing information and date generated.

**Parcel Information**

Tax Parcel Number(s): \_\_\_\_\_

Acreage (from County Assessor Records or Tax Statement): \_\_\_\_\_

Current Use Code (4 digit code from County Assessor Records or Tax Statement): \_\_\_\_\_

Site Address: \_\_\_\_\_

Site Location – Range: \_\_\_\_\_ Township: \_\_\_\_\_ Section: \_\_\_\_\_ Quarter: \_\_\_\_\_

Taxpayer or Legal Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Current Zoning or Land Use Designation: \_\_\_\_\_

Desired Zoning or Land Use Designation: \_\_\_\_\_

Current Use of the Property: \_\_\_\_\_  
\_\_\_\_\_**Services**

Please provide the following information regarding the availability of services.

The site is currently served by sewer \_\_\_\_\_; septic \_\_\_\_\_ (check one)

The site is currently served by a public water system \_\_\_\_\_; well \_\_\_\_\_ (check one)

Water Purveyor: \_\_\_\_\_

The site is located on a:

Public road(s) \_\_\_\_\_ private road(s) \_\_\_\_\_ (check one)



Planning & Community Development Department

Name of road(s): \_\_\_\_\_

Fire District # \_\_\_\_\_ Name: \_\_\_\_\_

School District # \_\_\_\_\_ Name: \_\_\_\_\_

Additional information may be required by the City. The applicant will be notified in writing if additional information is necessary.

**Please Note:** In order to help work out potential problems before the formal submittal, the City of Bonney Lake shall require applicants to attend a pre-application meeting.

*I certify that I have provided all the necessary information as requested above.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**If you have any questions, please call the Planning and Community Development Department at 253-862-8602 ext. 356.**