



Year _____
**ANNUAL COMPREHENSIVE
PLAN AMENDMENT PROCESS**

The City of Spokane Valley is accepting applications for map and text amendments to the Comprehensive Plan for the annual Comprehensive Plan Amendment cycle. The Washington State Growth Management Act (GMA) allows Comprehensive Plan amendments only one time per year. Any interested person, organization, agency or business may submit suggestions, proposals, or requests to the City for changes to the Comprehensive Plan, including maps and text.

PROCEDURES

1. **Application Period.** Applications are due by November 1st of each year to be considered during the next calendar year amendment cycle. Submittals received after the deadline will be considered during the next annual amendment cycle.
2. **Staff Review and Report.** Spokane Valley Planning Staff will review all applications and will prepare a report and recommendation to the Spokane Valley Planning Commission. The report will analyze how each proposal addresses amendment criteria established by Spokane Valley City Council. All application documents and staff reports will be available for public review.
3. **Planning Commission Public Hearing.** The Spokane Valley Planning Commission will conduct a formal public hearing on all proposed amendments. The Commission will consider amendments individually and will examine the cumulative impacts of all amendments collectively. The Commission will prepare one recommendation to the Spokane Valley City Council, including findings on each individual proposed amendment.
4. **City Council Review and Decision.** Within 60 days of receipt of the Planning Commission's recommendation, City Council may choose to adopt the individual amendments as recommended by the Planning Commission, disapprove the amendments, or modify and adopt the proposal. If the Council chooses to substantially modify a proposal, they must either conduct a public hearing or refer the proposal back to the Planning Commission for further consideration.
5. **Notice.** Each year, the City will provide notice of the annual amendment cycle at least 60 days prior to the application deadline via display ads in local newspapers, email to interested parties and on the City's website.
Notice of public hearings and public meetings will be provided to the public as set forth in the Spokane Valley Municipal Code. At a minimum, notice will be provided to surrounding properties within 400' for site-specific Land Use Map amendments at least 14 days prior to any public hearing. Notice will also be posted on-site at least 14 days prior to any public hearing. Legal notice will also be published in the newspaper.
6. **Appeal Procedures.** City Council decisions on Comprehensive Plan amendments may be appealed to the Eastern Washington Growth Management Hearings Board within 60 days of publication of notice of adoption, in accordance with RCW 36.70A.290(2).
7. **Staff Contact.** Questions may be directed to Chaz Bates, Senior Planner (cbates@spokanevalleywa.gov), 509-720-5333.



COMPREHENSIVE PLAN AMENDMENT APPLICATION

PART I – REQUIRED MATERIAL

****THE PLANNING DIVISION WILL NOT ACCEPT YOUR APPLICATION IF THE REQUIRED MATERIALS ARE NOT PROVIDED****

A. Submit the following for MAP AMENDMENTS:

- ☐ **Pre-Application Meeting Request** (*include copy of staff worksheet from meeting*)
- ☐ **Completed Application Form**
- ☐ **Application and SEPA Fee**
- ☐ **SEPA Checklist:** One (1) copy of completed State Environmental Policy Act (SEPA) Environmental Checklist, including option Non-Project Action supplemental form. (*Note: Any previous environmental documents that are relevant to this project should be included and may be adopted by reference.*)
- ☐ **Notice of Public Hearing packet for 400-foot notification.** (*Please note: DO NOT submit the notice of public hearing packet until you have been contacted by the City. Addresses must be current within 30 days of the Planning Commission public hearing.*)
- ☐ **One (1) copy of a narrative describing the following:**
 1. State the reason for the Comprehensive plan Map Amendment.
 2. Describe how the proposed changed meets the approval criteria below;
 - a. The proposed amendment bears a substantial relationship to the public health, safety, welfare, and protection of the environment;
 - b. The proposed amendment is consistent with the requirements of RCW 36.70A and with the portion of the City's adopted plan not affected by the amendment;
 - c. The proposed amendment responds to a substantial change in conditions beyond the property owner's control applicable to the area within which the subject property lies;
 - d. The proposed amendment corrects an obvious mapping error; and
 - e. The proposed amendment addresses an identified deficiency in the Comprehensive Plan.
 3. Describe how the proposal addresses the following specific factors;
 - a. The effect upon the physical environment;
 - b. The effect on open space, streams, rivers, and lakes;
 - c. The compatibility with and impact on adjacent land uses and surrounding neighborhoods;
 - d. The adequacy of and impact on community facilities including utilities, roads, public transportation, parks, recreation and schools;
 - e. The benefit to the neighborhood, city and region;
 - f. The quantity and location of land planned for the proposed land use type and density, and the demand for such land;
 - g. The current and projected population density in the area; and
 - h. The effect upon other aspects of the Comprehensive Plan.

B. Submit the following for TEXT AMENDMENTS:

- ☐ **Pre-Application Meeting Request** (*include copy of staff worksheet from meeting*)
- ☐ **Completed Application Form**
- ☐ **One (1) copy of the text proposed to be changed, showing deletions by strikethrough and additions by underline.**
- ☐ **One (1) copy of a narrative describing the following:**
 1. Why the change is needed and the potential land use impacts if approved;
 2. Describe how the proposed changed meets the approval criteria below;
 - a. The proposed amendment bears a substantial relationship to the public health, safety, welfare, and protection of the environment;
 - b. The proposed amendment is consistent with the requirements of RCW 36.70A and with the portion of the City's adopted plan not affected by the amendment;
 - c. The proposed amendment responds to a substantial change in conditions beyond the property owner's control applicable to the area within which the subject property lies;
 - d. The proposed amendment corrects an obvious mapping error; and
 - e. The proposed amendment addresses an identified deficiency in the Comprehensive Plan.



COMPREHENSIVE PLAN AMENDMENT APPLICATION

Date Submitted: _____ Received by: _____ Fee: _____
PLUS #: _____ File #: _____

PART II – APPLICATION INFORMATION

☐ Map Amendment; or ☐ Text Amendment

APPLICANT NAME:			
MAILING ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	FAX:	CELL:	EMAIL:

PROPERTY OWNER :			
MAILING ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	FAX:	CELL:	EMAIL:

SITE ADDRESS:	PARCEL No.:
COMPREHENSIVE PLAN DESIGNATION:	
PROPOSED COMPREHENSIVE PLAN DESIGNATION:	
ZONING DESIGNATION:	
PROPOSED ZONING DESIGNATION:	

BRIEFLY EXPLAIN REASON FOR MAP OR TEXT AMENDMENT (attached full explanation on separate sheet of paper): _____



COMPREHENSIVE PLAN AMENDMENT APPLICATION

PART III – AUTHORIZATION

(Signature of legal owner or applicant)

I, _____, (print name) swear or affirm that the above responses are made truthfully and to the best of my knowledge.

(Signature)

(Date)

NOTARY

STATE OF WASHINGTON)

ss:

COUNTY OF SPOKANE)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__

NOTARY SEAL

NOTARY SIGNATURE

Notary Public in and for the State of Washington

Residing at: _____

My appointment expires: _____

LEGAL OWNER AUTHORIZATION:

If the applicant is not the legal owner(s), the owner must provide the following acknowledgement;

I, _____, owner of the above described property do hereby authorize _____
_____ to represent me and my interests in all matters
regarding this application.