



CITY OF SEDRO-WOOLLEY
Planning Department
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771 Fax (360) 855-0733

Application for Comprehensive Plan / Zoning Map Amendment

- Text Amendment
 Map Amendment
(Check all that apply)

Note: This application is available as a Word document. Include additional information as necessary on additional sheets of paper and attach to this application.

Name: _____

Address: _____

Phone: _____ E-mail: _____

1. Describe the purpose or goal of the proposed amendment:

2. How will this improve or benefit the City of Sedro-Woolley in the future?

FOR TEXT AMENDMENTS ONLY:

1. What section(s) of the Comprehensive Plan will the proposed amendment affect?

2. What section(s) of the S-W Municipal Code will the proposed amendment affect?

3. List the proposed or amended text:

FOR LAND USE MAP AMENDMENTS ONLY:

1. Name and address of property owner. If applicant is not the owner, attach a signed statement from the legal owner agreeing to this application:

2. Legal description of property(s):

3. Describe the property: size, terrain, and critical areas:

4. Current land use designation/zoning: _____

5. Land use designation/zoning for property surrounding the subject property:

North: _____ South: _____
East: _____ West: _____

6. Actual use of land on this site and on all the surrounding property: _____

7. Proposed designation: _____

8. Supporting information for your request: _____

9. If this is a request to include property in the City of Sedro-Woolley UGA, please address how including the property meets the Skagit County population projections for Sedro-Woolley and demonstrate that the increase in developable land meets the goals and policies of both the city's and county's comprehensive plans. A land capacity analysis may be required.

- Completed SEPA Checklist.
- Names and addresses of property owners and residents within 500' of the subject property. See the attached mailing procedures for instructions.
- Assessor's 18 X 24" section map of property with subject property highlighted. Other maps may be submitted that help support your proposal.

Process:

1. Applications will be accepted through **January 15, 2021**.
2. Applications will be reviewed for completeness. Additional information may be necessary to clarify the application.
3. The Planning Commission reviews all applications and decides which ones merit further study. Applicants will be notified of results of this review. Those which will be reviewed further will be required to pay the **application fee of \$500.00**. Applicant will be billed applicable SEPA fees and for public notice costs, which include publication costs.
4. The applicant is required to post a public notice sign on their property for rezone applications. Please see the attached Affidavit of Posting for instructions.
5. A public hearing will be held by the Planning Commission on the proposed amendments.
6. The Planning Commission will forward its recommendations on each application to the City Council.
7. The City Council will review the Planning Commission's recommendation and vote on each application (the Council may have additional public hearings, or hold joint public hearings with Planning Commission)
8. This process may take up to a year, or longer to fully complete.

Applicant

Date

City of Sedro-Woolley

Notice of Application Period for Comprehensive Plan Amendments

The City of Sedro-Woolley is accepting applications for Comprehensive Plan amendments and rezone requests through January 15, 2021. Applications received on or before this date will be considered for inclusion on the 2021 Docket. Proposed amendments may be to the City Zoning/Land Use map, the text of the Comprehensive Plan or to development regulations.

Application forms are available at in the Planning Department website. For additional information, contact the Planning Department at (360) 855-0771.

Date of notice: September 22, 2020

To be published in the Skagit Valley Herald: December 4, 2020 and January 2, 2021

City of Sedro-Woolley
Certificate of Ownership

I, _____, hereby certify under penalty of perjury, that I am the major property owner or officer of the corporation owning property described in the attached application, that I have familiarized myself with the rules and regulations of Sedro-Woolley with respect to filing this application, and the statements, answers and information submitted presents the arguments on behalf of this application are in all respects true and correct to the best of my knowledge and belief.

Street address: _____

City, State, Zip: _____

Phone: (_____) _____

Signature(s):

For:

(Corporation or company name, if applicable)

Dated this _____ day of _____, 20_____.

City of Sedro-Woolley

Mailing Procedure

1. Obtain a list of names and addresses of property owners and residents within 500 feet of the edge of the subject property. In determining the outside edge, include all other adjacent property owned by the applicant. The source of the names and addresses must be the Skagit County Assessor's records.
2. Prepare an additional label for residents where the owner's mailing address is outside the notification area (absentee owners).
Example: Resident, 123 State St., Sedro-Woolley, WA. 98284.
3. Prepare 2 sets of postage-paid envelopes with the mailing labels from this list affixed to the envelopes. Include an envelope with the applicant's name and address.
4. Obtain a map showing the subject property and all properties on the mailing list. This is available at the Assessor's office.
5. Fill out and sign the affidavit below.
6. Bring the list, postage-paid, addressed envelopes, map, and affidavit to the city Planning Department.

AFFIDAVIT OF CORRECT NAMES AND ADDRESSES

I, _____, do hereby certify
Affiant

that the attached list of property owners, addresses and parcel numbers for the proposed project, _____,

Name of proposed project

is a true and correct copy provided for me by the Skagit County Assessor's Office for land within 500 feet of the property lines of P _____ . (site parcel number)

Signed: _____

Date: _____

Subscribed and sworn to before me on this ____ day of _____, 20____.

Print Name: _____

Notary for the State of Washington,

Residing at _____

My Commission expires: _____

City of Sedro-Woolley
AFFIDAVIT OF POSTING

Due to the type of permit that you are applying for, you are required to post a Notice of Land Use Action sign on your property. When your application is complete, you will then receive a letter of complete application in the mail including a deadline for posting the notice on your property. Procedures for posting are listed below:

I, _____ do hereby certify that on this _____

day of _____, 20____, I posted the attached document at

my property located at _____,

on a Notice of Land Use Action sign provided to me by the City of Sedro-Woolley.

Signs which meet posting requirements shall be purchased at the City Planning Department for \$25 each.

I further understand that I am required to comply with the requirements listed below:

1. Posting of the property for site-specific proposals shall consist of one or more notice boards as follows:

a. One notice board per street frontage shall be placed by the applicant at the midpoint of the street fronting the site or as otherwise directed by the director for maximum visibility, five feet inside the street property line, except when the board is structurally attached to an existing building; provided, that no notice board shall be placed more than five feet from the street without approval of the director, so that the top of the notice board is between five to six feet above grade, and where it is completely visible to pedestrians.

b. Additional notice boards may be required when the site does not abut a public road, a large site abuts more than one public road, or the director determines that additional notice boards are necessary to provide adequate public notice.

c. Notice boards shall be maintained in good condition by the applicant during the notice period, in place at least days prior to the date of any hearing and/or the end of any required comment period, and removed within 15 days after the end of the notice period.

d. Removal of the notice board prior to the end of the notice period shall be cause for discontinuance of the department review until the notice board is replaced and remains in place for the specified time period.

e. An affidavit of posting shall be submitted to the director by the applicant at least 10 days prior to the hearing or final comment date. If an affidavit is not filed as required, any scheduled hearing or date by which the public may comment on the application shall be postponed until there is compliance with the notice requirement.

f. Notice boards shall be constructed and installed in accordance with specifications promulgated by the director.

Applicant

Date

SEPA Checklist