



COMPREHENSIVE PLAN TEXT AMENDMENT APPLICATION

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FOR STAFF USE ONLY	
Application #	_____
Fee \$	_____
Deposit \$	_____
Total Fees \$	_____
Receipt Number(s)	_____
RECEIVED BY:	____ (Initials) DATE: ____/____/____

Brief description of the proposed text amendment (more detail will be required later in the application):

FILING REQUIREMENTS:

- Permit Contact Information Form, completed and signed
- Supplemental Information (see below)
- SEPA Checklist, completed and signed, with the separate application and fee
- Application Fee
- Two paper copies of all application materials, collated into sets. One set to be all originals.
- An electronic copy of all applications and submittal materials, with table of contents and indexed.

SUPPLEMENTAL INFORMATION:

In addition to the application form, the following information and materials are necessary for the City to accept the application for further processing.

- Identify the text that relates to the requested text amendment, by attaching copies of those pages from in the Comprehensive Plan with the text to be changed highlighted.
List all Page Nos.: _____
- Submit the proposed revisions to the existing text in track changes. Use ~~strike-through~~ to indicate proposed deletions, and underline to indicate proposed changes and additions. Attach to the application.
- Identify and discuss the reason(s) for making the requested text amendment (attach separate sheets if necessary).

Comprehensive Plan Text Amendment Application

Provide a detailed response to each of the following text amendment criteria (MTMC 19.110.250.B). A repeat of the question is not a response. Answering with “yes” or “no” is not a sufficient response. Attach separate or additional sheets, as needed.

1. How does the requested text amendment(s) promote the public health, safety, and welfare of the general public?

2. What additional public facilities and services could be needed to maintain the adopted levels of service due to the requested text amendment? What costs for needed public facilities and services would be borne by private development and what costs would be borne by the general public?

3. Describe what significant changes in social, economic, environmental, or land use-related factors support the requested text amendment.

4. Identify the specific goals and policies of the Comprehensive Plan that the proposed text amendment is consistent with. Provide the full text of each goal and/or policy cited, or attach on a separate sheet. Explain how, and why, the cited goal or policy supports the proposed text amendment.

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5. Describe how the proposed text amendment is consistent with and will contribute to the twenty-year “Community Vision” for the Comprehensive Plan (pg. CL-8):

“Mountlake Terrace is an attractive, walkable city with a revitalized town center, pleasant neighborhoods, healthy environment, regional transit access and ample opportunities for housing, education, businesses, recreation, and community involvement.”

INFORMATION TO THE APPLICANT:

1. A text amendment proposal may be submitted at any time. However, if the application is not submitted prior to the published deadline for application, the proposal will not be considered until the next annual amendment cycle.
2. A pre-application conference with the City staff is required prior to submitting an application.
3. Any amendment application that appears to submit all the filing requirements and is received by the application deadline will be tentatively placed on the City’s docket of requested Comprehensive Plan amendments.
4. Applications must be deemed completed to be processed during the amendment cycle for which the application was received. Complete means that all filing requirements provided at the time of submittal are, within 28 days of submittal, found to have fulfilled the filing requirements (requests for additional information can still be made after a determination of completeness). Applications found to be incomplete cannot be processed during that amendment cycle.
5. It is the responsibility of the owners, applicants, and/or agents to become familiar with the City’s Comprehensive Plan, and Title 18 (Land Use Planning and Development Regulation) and Title 19 (Zoning) of the Mountlake Terrace Municipal Code.
6. The burden of proof for satisfying the Comprehensive Plan amendment criteria rests with the applicant (MTMC 19.110.250.B).
7. Application for an amendment to the Comprehensive Plan does not warrant the proposal will be approved. It does not guarantee that the proposal will be considered and a decision rendered in a timely way.
8. The approval of the proposed amendment does not in any way replace, modify or waive any requirement for the compliance of the proposal with any other applicable codes, standards, or regulations of the City of Mountlake Terrace.