



# COMPREHENSIVE PLAN MAP AMENDMENT APPLICATION

6100 219<sup>th</sup> Street SW, Suite 200  
Mountlake Terrace, WA 98043  
Phone 425.744.6267 Fax 425.775.0420  
[PermitSpecialist@ci.mlt.wa.us](mailto:PermitSpecialist@ci.mlt.wa.us)  
[www.cityofmlt.com](http://www.cityofmlt.com)

Official Use Only	
Application # _____	_____
Fee _____	Date _____
Receipt # _____	_____
Received by _____	_____

**Site Location (Address/Addresses):** \_\_\_\_\_

<b>Applicant/Contact Person</b>	
Name _____	_____
Business/Entity _____	_____
Address _____	_____
City _____	_____
State _____	Zip _____
Phone _____	Alt. _____
E-mail _____	_____

<b>Owner(s) – List all separately</b>	
Name _____	_____
Business/Entity _____	_____
Address _____	_____
City _____	_____
State _____	Zip _____
Phone _____	Alt. _____
E-mail _____	_____

**Legal Description(s) of property(ies) affected by this proposal:** \_\_\_\_\_

**Size of map amendment area:** \_\_\_\_\_ square feet \_\_\_\_\_ acres

**Comprehensive Plan Map Designation - Existing:** \_\_\_\_\_

**Comprehensive Plan Map Designation - Proposed:** \_\_\_\_\_

**Zoning Map Designation – Existing:** \_\_\_\_\_

**Zoning Map Designation - Proposed:** \_\_\_\_\_

**Applicant’s Statement:** I \_\_\_\_\_(name) hereby affirm, under penalty of perjury, that I am the applicant of this proposal and that the property(ies) affected by this application, is (are) under my exclusive ownership, or that this application has been submitted with the consent of all owners of the affected property(ies). Furthermore, to the best of my knowledge the information on the application, is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Owner or Owner’s Representative Statement:** I (We) \_\_\_\_\_  
(Name) hereby affirm, under penalty of perjury, that I (we) am (are) the exclusive owner(s) of the property(ies) affected by this application, or that I (we) am (are) the authorized representative(s) of the owner(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**GENERAL INFORMATION:**

**Description of Location:**

- 1. Abutting or nearest public street name(s) \_\_\_\_\_
- 2. Site has access to public street via:  Abutting public right-of-way.  
 \_\_\_\_\_ foot wide access easement.

**Existing Land Use on Property(ies):** \_\_\_\_\_

**Abutting Land Uses:** Please specify how abutting properties are currently developed, e.g., commercial, industrial, residential, recreational or vacant:

North \_\_\_\_\_ East \_\_\_\_\_ South \_\_\_\_\_ West \_\_\_\_\_

**Existing Site Improvements:** (e.g., buildings, streets, fences, pavement, structures, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Existing Site Conditions:**

Description of site vegetation: (Specify type, size and location of existing trees) \_\_\_\_\_  
\_\_\_\_\_

Description of site topography: (Specify approximate grade/slope and direction of slope) \_\_\_\_\_  
\_\_\_\_\_

Are there any wetlands or streams on the site?  Unknown  Yes  No  
(If so, please specify location and how often water is present) \_\_\_\_\_  
\_\_\_\_\_

Does the site have flowing or standing water (regularly or seasonally)?  Unknown  Yes  No  
(If so, please specify location and how often water is present) \_\_\_\_\_  
\_\_\_\_\_

**Abutting Comprehensive Plan Land Use map designations:**

North \_\_\_\_\_ East \_\_\_\_\_ South \_\_\_\_\_ West \_\_\_\_\_

**Abutting Zoning Map districts (including sub-district, when applicable):**

North \_\_\_\_\_ East \_\_\_\_\_ South \_\_\_\_\_ West \_\_\_\_\_

**Filing Requirements and Supplemental Information:** In addition to the above information, the application must include the Filing Requirements and Supplemental Information for Map Amendments (see next page).

**Applicant's Signature:** I certify to the best of my knowledge that the information provided on this application, including the additional filing requirements and supplemental information submitted, is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FILING REQUIREMENTS:**

- Application form. Completed and signed.
- Supplemental Information (see below)
- SEPA Checklist. Completed and signed. (This is a separate application and fee.)
- Intake Application Fees. Non-refundable and refundable portions.
- Title Report(s). Two copies for each property included in the application, current within 30 days of application.
- Eight paper copies of all application materials (except title reports), 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 completion of any application form(s), the following information and materials are necessary for the City to accept the application for further processing.

- Cite the specific map, by figure number and the Comprehensive Plan page number the figure is on, for which the map amendment is requested.  
Figure No.: \_\_\_\_\_ Page No.: \_\_\_\_\_
- Identify any text in the Comprehensive Plan that relates to the requested map amendment. List the Page Nos.: \_\_\_\_\_  
Attach copies of those pages with the relevant text highlighted.
- Submit proposed revisions to text that relates to the requested map amendment. Show the revisions in track changes with ~~strike-through~~ to indicate proposed deletions, and underline to indicate proposed changes and additions. (Attach to the application.)
- Submit the following maps.
  - All maps shall be prepared with the following information. Use labeling and symbols common to such maps. Maps shall be professionally drafted. At a minimum, each map shall:
    - Sheet size: 8-1/2 x 11 (A larger sheet size may also be required depending on the size of the area).
    - Scale (numeric) and bar scale: 1" = 200' (or as directed by City)
    - North arrow.
    - Parcel lines.
    - Street names, labeled.
    - Label each parcel with the address (building number).
    - Clearly delineate (outline) the properties subject to the request.
    - Title block, with title of map, name of person who prepared drawing with all contact information and drafting date.
    - Legend or Key to lines and features.
    - Existing structures.
    - Applicant information
    - Existing features (structures).

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- Vicinity Map:
  - Include all properties subject to the requested map amendment and all properties (in full) within 500 feet of the perimeter of an affected property.
  - Label the Assessor’s Parcel Number on all properties shown.
  - Name and location of any public parks, libraries, schools, public service facilities and similar.
  - All existing structures (unless otherwise instructed)
  
- Existing Comprehensive Plan Land Use Map:
  - Scale not smaller than 1” = 100’
  - Existing comprehensive plan map land use designations, in color.
  - A legend for the Comprehensive Plan land use designations.
  
- Proposed Comprehensive Plan Land Use Map :  
(Same area as map above.)  
Fill in the requested land use designations within the map amendment area.  
Retain the existing land use designations surrounding the amendment area.
  
- Existing Land Use Map  
(Same area as map above.)  
Color-code the existing land uses (i.e. Multi-family, single-family residential, commercial, mixed use, retail, other).

Explain the reason(s) for making the requested amendment (attach separate sheet if needed).

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Provide a detailed response to each of the following (MTMC 19.110.250.B). Repeating the question is not a response. Answering with “yes” or “no” is not a sufficient response. Attach separate sheets if necessary.

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

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

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

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4. Identify the specific goals and policies of the Comprehensive Plan that the proposed map amendment is consistent with. Explain how and why the cited goal or policy is applicable.

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5. Describe how the proposed map amendment is consistent with the “Imagine...” statement for the neighborhood in which it is located.

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**INFORMATION TO THE APPLICANT:**

1. A map 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. Submittal of a land use map amendment application grants the appropriate city official(s) the right of entry to the subject property(ies) during a reasonable hour and, upon proper identification, to the building, structure and/or premise which is directly related to this application to verify land use information.
6. 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.
7. The burden of proof for satisfying the Comprehensive Plan amendment criteria rests with the applicant (MTMC 19.110.250.B).
8. 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.
9. 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.