



CITY OF SNOHOMISH

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · (360) 568-3115 · WWW.SNOHOMISHWA.GOV

COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST

- Comprehensive Plan Amendment Application
- Land Use Application Form
- Letter** describing the specific requested Comprehensive Plan Amendment, and explaining how the proposed amendment is:
 - Consistent with applicable sections of the Comprehensive Plan;
 - Consistent with the Growth Management Act and the State Environmental Policy Act (SEPA); and
 - In the interest of the public health, safety, and welfare of Snohomish residents.
- SEPA Checklist**
- Critical Areas Report** – 2 copies (if applicable. Refer to Critical Areas Regulations in SMC 14.265)
 - Letter from qualified professional stating no critical areas exist on the site
 - Critical areas report

If the request is for a site-specific Land Use Map amendment, the following submittal materials are required.

- Five (5) copies of a **site plan** with the following requirements:
 1. 24" x 36" in size, folded to 8½" x 11".
 2. Drawn to 1" = 20' or 1"=40' scale.
 3. Plan must include a North arrow and the date of preparation.
 4. Include the legal description of the subject property, or properties.
 5. Show location of all structures, property lines, streets and alleys.
 6. Include all dimensions for lots, structures, and setbacks.
 7. Show all critical areas and required buffers, if present.
 8. Clearly show the location of the requested Comprehensive Plan Amendment.
- One copy of the **site plan** reduced to 8½" x 11"
- Digital (pdf) copies of each plan sheet**