



## DOCKET PROCESS

APPLICATIONS MAY ONLY BE SUBMITTED ON THE [SSPP](#)

For more information, refer to Snohomish Municipal Code 14.15.020

### WHAT IS THE DOCKET?

The docket is a process where the public may propose amendments to the Comprehensive Plan and the Land Use Development Code. The rules regarding the docketing process are found in SMC 14.15.020.

There are two types of Comprehensive Plan amendments:

- Future Land Use Map amendments to change the Future Land Use Designation of specific parcels. Only the owners of the parcels may propose a site-specific map amendment.
- Text amendments to change a policy or create a new one.

Land Use Development Code amendments are proposals to change development regulations found in Title 14 SMC.

### WHY IS THERE A DOCKET PROCESS?

The docket process provides the public with a way to propose changes to the Comprehensive Plan or development regulations directly to the City Council. It is designed to comply with the Washington State Growth Management Act's requirement to provide for meaningful public participation.

### WHAT DOES MY APPLICATION NEED TO INCLUDE?

Docket applications are simple and straight forward. All you need to do is complete the application form, attach a letter describing why you are proposing the amendment and submit it on the [SSPP](#). In other words, tell us why you think it is a good idea. There is no fee to submit a docket application.

### WHAT HAPPENS AFTER I SUBMIT MY DOCKET APPLICATION?

First, staff will place all applications on a list called the "Preliminary Docket". Staff will do a brief analysis of each application and provide a description and recommendation to the City Council.

At a public hearing the City Council will consider all of the applications on the "Preliminary Docket" to determine which, if any, are to be placed on the "Final Docket". If you would like, you can provide testimony at the hearing in support of your proposal. Placement on the "Final Docket" is not approval of the proposal. Rather, it means the City Council has determined the proposal is worthy of devoting resources and time to.

Staff thoroughly analyzes items placed on the "Final Docket" before bringing them to the Planning Commission for consideration. After holding a public hearing, the Planning Commission makes a recommendation to the City Council, which then makes a final decision.

For most proposals, the process from the docket public hearing to a final decision takes one year.

For site-specific map proposals placed on the Final Docket to move forward, applicants must submit a Comprehensive Plan Map Amendment application and pay the associated fee. No application or fee is required for other types of proposals placed on the Final Docket.

### WHERE ARE THE HEARINGS HELD?

Hearings are in the Snohomish Carnegie Building at 105 Cedar Ave. and are open to the public.