



COMPREHENSIVE PLAN AMENDMENT (CPA) SUBMITTAL STANDARDS

ALL SUBMITTALS **MUST** BE COMPLETE
APPLICATIONS SHALL BE SUBMITTED ON THE [PERMIT PORTAL](#)

- Land Use Application Form
 - Signed by each affected property owner
- Applicant Narrative 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
 - Completed and signed by the owner or authorized agent
- Critical Areas Report and Mitigation plan, if proposed
 - Prepared by a qualified professional as defined in WAC 365-195-905(4) and meeting all requirements of SMC 14.255.060

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

- Project plans prepared by a qualified professional, authorized to practice in Washington
All sheets shall include:
 - Title block
 - Project name
 - Date prepared/revised
 - Scale, north arrow
 - Quarter section, section, township, and range number
 - Name and contact information of the preparer
 - Sheet number and sheet title
 - Stamp and signature of applicable qualified professional

Include the following sheets:

- Cover sheet
 - Project information
 - Sheet index
 - Name, address, and phone number of applicant and all persons with real or possessory interest
 - Existing legal description(s) of the subject property
 - Existing zoning district(s) of the subject property
 - Acreage and square footage within the proposed development area
 - Acreage of open space and the percentage it represents of the total land area
 - Name of the current and proposed water and sanitary sewer purveyor

- Vicinity map
 - Municipal boundaries
 - Township and section lines
 - Major roads, railroad and transmission rights-of-way
 - Water bodies, including streams, rivers, lakes, etc.
 - Adjacent land uses in each direction of the site
 - Indication of the scale

- Existing condition map(s) *Qualified professional: Professional Land Surveyor*
 - Location of all existing structures (including fences, utility poles, and guy wires) within the proposed project, and within 25 feet of its external boundaries
 - Boundary lines and dimensions of the property
 - Adjacent properties and their development status, with tax parcel numbers and adjacent plat names
 - Base flood elevation data, including special flood hazard area boundary, if any portion of the proposed project is located within a flood zone area, consistent with definitions in Chapter 14.270 SMC.
 - Critical areas boundaries and their buffers, including steep slopes, wetlands, streams, and rivers with adequate detail of Critical Areas extending offsite. Location of proposed buffers and setbacks.
 - Existing utilities, including fire hydrants, within 250 feet of the property
 - Existing contour lines at 2-foot intervals. All contour lines shall show the topographical relationship of adjacent properties. Clearly show existing drainage, slopes, and road grades within the proposed development.
 - Existing trees