



## COMPREHENSIVE PLAN & DEVELOPMENT CODE AMENDMENT REQUEST

### Liberty Lake Community Development Department

22710 E Country Vista Drive, Liberty Lake, WA 99019

Phone: (509) 755-6704

Website: [www.libertylakewa.gov](http://www.libertylakewa.gov)

Email: [permitcenter@libertylakewa.gov](mailto:permitcenter@libertylakewa.gov)

#### Please check all that apply:

Comprehensive Plan Text Amendment

Comprehensive Plan Land Use Map Amendment

Zoning Map Amendment

Development Code Text / Zoning Matrix Amendment

#### The following items must be submitted electronically with your application, as applicable:

- **Pre-Application Conference Form**
- **Assessor's Section Map (Map Amendments Only – less than 30 days old)** – subject property to be outlined in red; properties within 400' of the subject property to be outline in a dashed red
- **Zoning Section Map (Map Amendments Only)** - subject property to be outlined in red, with proposed zoning labeled on each property
- **Environmental Checklist**
- **Certificate of Water / Sewer Availability (Map Amendments Only)**
- **Title Report (Map Amendments Only)**
- **Amendment Language proposed (Development Code & Comp Plan Text Amendments)**
- **Written Response to Standards & Criteria for Amendments**
  - The Planning Commission will review amendment requests and prepare a recommendation of approval or denial to the City Council based on the criteria listed below. Amendments will only be granted if the City Council determines that the request is consistent with the criteria below. Applicants must address each of the following standards and criteria in a written response that shall be attached to this amendment request application:
    - The amendment will not result in development that will adversely affect the public health, safety, and general welfare.
    - The amendment is necessary for clarification, to correct an error, to address a use not previously contemplated, or based on new information that was not available at the time of adoption of the Comprehensive Plan / Development Code, or circumstances that have changed since the adoption of the Comprehensive Plan / Development Code that warrant the proposed amendment.
    - The amendment is consistent with other goals and policies of the Comprehensive Plan, and that the amendment will maintain concurrency between the Land Use, Transportation, and Capital Facilities Elements of the Comprehensive Plan and/or Development Code sections.
  - To address the above criteria, consider and discuss the following questions:
    - What is the public benefit, necessity and/or convenience that requires this amendment?
    - What significance will the proposed amendment have to the community?
    - What effect will the proposed amendment have on other elements of the Comprehensive Plan or Development Code sections?
    - What effect will the proposed amendment have on public funding? Will approval or denial of the proposed amendment cause public funds to be expended?
    - Will approval of the proposed amendment require expansion of infrastructure for transportation, utilities and/or other essential public services and facilities?
    - What effect will the proposed amendment have on related ordinances, regulations, and development standards?

- What impact will the proposed amendment have on:
    - The health, safety, and general welfare of the public;
    - The City design and aesthetics;
    - Development interests;
    - Neighborhoods;
    - Environmentally sensitive areas.
- **Required Public Notice** – City staff will provide applicant with the preparation instructions.
- **Zoning Plan (map amendments only, if applicable):**
  - Submit a copy of the zoning plan drawn to scale indicating the following information in a clear and concise manner:
    - Scale of drawing; north arrow; dimensions of the site boundaries; area in square feet or acres; corporation, firm, or individual preparing the plan; the date; and a small vicinity map.
    - Indicate the following:
      - Indicate right of way width and names of streets adjacent to the site.
      - Existing buildings and other improvements; indicate which ones are to remain, which ones are to be removed.
      - Height of existing buildings, structures, and signs.
      - Access points and driveways.
      - Proposed or existing easements providing access to the site.
      - Interior circulation patterns.
      - Existing parking areas and spaces.
      - Building setbacks to property lines, and to the center line of adjacent private and public roads.
      - Type and location of existing landscaping, fencing, lighting, and signage.
      - Zoning of all adjacent parcels.

Note: A development code / zoning map amendment may be required concurrent with a comprehensive plan map / text amendment request in order to keep the documents consistent. Consult Community Development Department for more information.

Amendments to the comprehensive plan or development regulations can be requested by the City Council, Planning Commission, City Staff, or by any affected citizen or property owner on a yearly basis. The yearly review of proposed amendments shall begin in April and should conclude in December. **Complete applications for all amendments shall be submitted by 4pm on April 1st of each year in order for the amendment to be reviewed that year.** Applications for amendments submitted after 4pm on April 1st or incomplete applications shall be reviewed the following year. Refer to City Development Code Section 10-4B-5 (Type IV Projects) for additional information.

**Comprehensive Plan Text / Development Code Amendment/ Land Use & Zoning Map Amendments:**

Proposed amendments to the City of Liberty Lake Comprehensive Plan will initially be reviewed by the Planning Commission. A public workshop and a public hearing will be held, and the Planning Commission will make a recommendation of approval or denial to the City Council. The City Council will approve or deny the proposed amendment after an additional public workshop and public hearing. A Development Code / Zoning Map Amendment may also be required concurrent with a Comprehensive Plan Map / Text Amendment request in order to keep the documents consistent. Land Use and Zoning Map Amendments require a public hearing before the hearing examiner prior to the public hearing before the City Council. The requirement to complete the amendment process by December is waived in the case of Land Use & Zoning Map Amendments.

**APPLICATION**

<b>Applicant 1 Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Agent / Consultant / Attorney:</b> (mandatory if primary contact is different from applicant or property owner)	
Email:	Phone:
Address:	City, State, Zip:
<b>Property Owner 1 Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Property Owner 2 Name:</b>	
Email:	Phone:
Address:	City, State, Zip:

**Comprehensive Plan & Development Code Text Amendment**

Which goals and policies of the Liberty Lake Comprehensive Plan are you requesting to be amended or added? List the applicable element(s) and text sections for which an amendment is being sought. Please include the element number(s), specific sections of the text and page number(s).

What do you want to change about the Comprehensive Plan / Development Code and why? Discuss the reason or rationale for the proposed text amendment.

What specific language revisions to the Comprehensive Plan / Development Code text are you requesting?

**Comprehensive Plan Land Use Map & Zoning Map Amendments**

Site Address / Location:			
Parcel Number(s) of Project / Proposal:			
Legal Description of Project / Proposal:			
Section:	Township:	Range:	Source of Legal Description:
Parcel Size(s):			
Adjacent Area Owned or Controlled (acres or sq. ft.):			
Parcel Number(s) of Adjacent Area:			
Description of Proposal:			

	Current Designation	Requested Designation	
Land Use Map:	_____	_____	
Zoning Map:	_____	_____	
Proposed Use of the Property:	Single Family Dwelling	Duplexes	Multi-Family Dwellings
	Manufactured Homes	Commercial	Industrial
	Mixed Use	Other (describe): _____	

Utility Companies / Districts to Provide Service to this Proposal			
School District:	_____	Fire District:	_____
Sewer Purveyor:	_____	Water Purveyor:	_____
Electricity:	_____	Gas:	_____
Phone:	_____	Cable:	_____
List Previous Planning Actions Involving Subject Property:			

Proposed Street Improvements			
Private Driveway (3 lots or less)	Private Road(s)	Public Road(s)	
Public ROW w/ Private Access	Arterial Roads	Other:	
Name of Public Street(s) Providing Access:			
Width of Property Fronting on Public Street:			
Auditor Recording No.(s) of Private Street Easement(s) & Maintenance Agreements Providing Access:			
Does the proposal have access to an arterial or planned arterial?		Yes	No
If yes, name of arterial street(s):			
Have you provided access to adjacent property that is "land locked" without access to public streets?		Yes	No
If no, explain why:			

Project Information
If you do not hold title to the Property, what is your interest in it?
What impacts will the proposed amendment / reclassification have on the adjacent properties?

What measures do you propose to mitigate your proposal's impact on surrounding land use?
Reason or Rationale for the Proposed Amendment / Reclassification:
What Factors Support the Proposal?
Consistency with the Comprehensive Plan:
Compliance with the Purpose and Intent of the Zoning:

Signing this application is acknowledgement of agreement to pay based upon the City's latest approved Fee Schedule. Invoices will be sent 30 days, 60 days, and 90 days after the permit is ready for issuance, unless otherwise stated. Any balance on the account of this project that is not paid within 90 days of the invoice date may result in legal action or the initiation of other collection procedures. Land use permits, infrastructure permits, and other Zoning, Land Use & Subdivision applications will require the associated fees to be paid up front.

<b>Required Signatures</b>		
By signing below (with either electronic or physical signature), I acknowledge that as the applicant I am the property owner or have full permission and authority to represent the property owner in this project. Additionally, I certify that my signature included on the application, if done electronically, provides the same understanding and authority as if I had signed the application in person or in writing. I acknowledge, understand, and agree to the requirements and terms described in this application.		
<b>Applicant's Signature</b>	<b>Printed Name</b>	<b>Date</b>
The below signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the above listed Applicant to act as our agent with respect to this application.		

**Property Owner's Signature**

**Printed Name**

**Date**