



# CITY OF NEWCASTLE Community Development Department

## Annual Comprehensive Plan Amendment Application

### APPLICATION OVERVIEW

#### COMPREHENSIVE PLAN AMENDMENT APPLICATION

The information required in this application is necessary to evaluate your proposed Comprehensive Plan Amendment. If an amendment is proposed which will affect the City's Comprehensive Plan Map (LU-1) and the City's Zoning Map, a concurrent zoning map amendment and an additional fee will be required for processing. Please contact the Department of Community Development for further information regarding the process for a zoning map amendment.

The Newcastle Comprehensive Plan and Municipal Code are available on the City's website at [www.newcastlewa.gov](http://www.newcastlewa.gov).

#### FILING OF APPLICATION

Applications are submitted to the Community Development Department and will be **accepted between June 1<sup>st</sup> and July 15<sup>th</sup>** to be included on the docket. You must submit all of the application documents listed on the following pages to complete your application. An application fee is required at the time of filing and is based on the latest adopted fee schedule. If payment is by check, the check shall be made payable to the City of Newcastle.

#### DEVELOPMENT DEPOSIT

A developer deposit is a required element of a Comprehensive Plan Amendment application. The deposit shall be applied toward services performed and costs expended on Applicant's behalf. The Applicant is financially responsible for the cost of the amendment regardless of the status.

#### SEPA REVIEW

All proposed Comprehensive Plan Amendments are responsible for completing and submitting and SEPA Checklist. The Applicant is responsible for the fees and cost of review of the SEPA Checklist and Determination. A Comprehensive Plan Amendment is considered a Non-Project; therefore, the Non-Project SEPA supplement shall be included in the submittal.

#### REVIEW OF PROPOSED COMPREHENSIVE PLAN AMENDMENTS

Detailed information regarding the review process for a proposed Comprehensive Plan Amendment can be found in NMC 19.17 Comprehensive Plan Procedures.

Once the application window closes, the Planning Commission reviews the docket and forwards their recommendation to the City Council for their consideration. The City Council decides which proposed amendments should be considered and establishes a plan amendment schedule. The Planning Commission evaluates the proposed amendments and forwards their final recommendation to the City Council. The City Council reviews the recommendation, holds a public hearing, and decides on adoption of the proposed amendments.

The Planning Commission and the City Council shall consider all amendment proposals concurrently so that cumulative impacts can be determined.

#### APPEAL PROCESS

The final decision on a Comprehensive Plan Amendment is appealable to the Growth Management Hearings Board per the standards of NMC 19.15, Appeal Procedures.

## REQUIRED APPLICATION DOCUMENTS

*The following documents are required for a complete submittal:*

1. **Application** (1 copy)
2. **Written Request** (1 copy): A written request meeting the criteria, as specified below, should accompany the application.
3. **Application Fees**: Submit the application fee at the time of submittal.
4. **Agreement to Pay Fees** (1 original copy)
5. **Mailing Labels** (1 set): Recent (within 90 days) mailing labels for all owners of property within 500 feet of any boundary of the subject property. Date and source of labels must be included.
6. **Environmental Checklist** (1 copy): All items should be answered as concisely and candidly as possible. If information requested does not apply to the proposed project, enter "N/A" (not applicable). Additional sheets may be used if necessary. Failure to respond to requests for additional information may cause postponement of consideration of your request.
7. **Environmental Impact Statement** (5 copies, if applicable)
8. **Additional Information** (5 copies): Any additional information (sketches, engineering reports, petitions, photographs, etc.) that you believe will justify, clarify, or explain your request or will assist in assessing the potential impact of granting your request. The City of Newcastle may at any time request additional information or studies for these purposes.



**CITY OF NEWCASTLE  
Community Development  
Department**

**Annual Comprehensive Plan  
Amendment Application**

**APPLICATION**

NAME OF APPLICATION

APPLICATION NUMBER

APPLICANT/CONTACT PERSON

PHONE NUMBER

EMAIL

STREET ADDRESS, CITY, STATE, ZIP

PARTY RESPONSIBLE FOR PAYMENT OF FEES

PHONE NUMBER

EMAIL

STREET ADDRESS, CITY, STATE, ZIP

PROPERTY OWNER(S) (ATTACH ADDITIONAL SHEETS IF NECESSARY)

PHONE NUMBER

EMAIL

STREET ADDRESS, CITY, STATE, ZIP

**TYPE OF AMENDMENT REQUESTED:**

**COMPREHENSIVE PLAN**       **ZONE RECLASSIFICATION:** *Current Zone:* \_\_\_\_\_ *Desired Zone:* \_\_\_\_\_

**ASSESSORS PARCEL NUMBERS FOR ALL PROPERTIES AFFECTED BY THIS AMENDMENT** (ATTACH ADDITIONAL SHEETS IF NECESSARY):

**DESCRIPTION OF THE SPECIFIC REASON FOR PROPOSING AN AMENDMENT** (ATTACH ADDITIONAL SHEETS IF NECESSARY):

**HOW DOES THE PROPOSED AMENDMENT CONFORM TO THE REQUIREMENTS OF THE GROWTH MANAGEMENT ACT? (ATTACH ADDITIONAL SHEETS IF NECESSARY):**

**PROPOSING AN AMENDMENT**

The City adopted the comprehensive plan after significant study and public participation, therefore the burden of proof for justifying the proposed amendment is the responsibility of the Applicant. The Department of Community Development, the Planning Commission, and the Council may require the submittal of additional information, if such information is necessary for the review of the proposed amendment. A proposed amendment must be submitted in writing to the Department of Community Development and shall consist of the following information.

- A. A description of the proposal, including any relevant background information.
- B. Reverence to the element(s) of the Comprehensive Plan or development regulation that is proposed for amendment.
- C. Proposed amendatory language.
- D. An explanation of why the amendment is being proposed.
- E. A description and map of the properties and area that would be affected by the proposal.

**PROPOSING A ZONE RECLASSIFICATION**

If the Applicant is requesting an amendment to the Comprehensive Plan that concurrently affects the Comprehensive Plan Map (LU-1) and the City's Zoning Map the Applicant shall apply for a zone map amendment. A zone reclassification will only be granted if the Applicant demonstrates that the proposal is consistent with the Comprehensive Plan, applicable function plans, and complies with the following criteria. These criteria shall be addressed in the written submittal as specified in the Proposing an Amendment section above.

- A. There is a demonstrated need for additional zoning as the type proposed.
- B. The zone reclassification is consistent and compatible with uses and zoning of the surrounding properties.
- C. There have been significant changes in the circumstances of the property to be rezoned or surrounding properties to warrant a change in classification.
- D. The property is practically and physically suited for the uses allowed in the proposed zone reclassification.

**REVIEW CRITERIA**

The Planning Commission will review all proposed amendments and zone reclassifications based on the Review Criteria in NMC 19.17.050.D. The Applicant is advised to address the Review Criteria in their written submittal as specified in the Proposing an Amendment section above.



**CITY OF NEWCASTLE**  
**Community Development**  
**Department**

**Annual Comprehensive Plan**  
**Amendment Application**

**PARCEL INFORMATION**

*This section should be completed for each parcel affected by the proposed amendment or zone reclassification. Please make copies of this form as necessary.*

**PARCEL INFORMATION**

1. Site Address: \_\_\_\_\_

2. Parcel Number: \_\_\_\_\_

3. Total Acreage or Square Footage of the Parcel: \_\_\_\_\_

4. Taxpayer or Legal Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

5. Current use of the property:

6. Describe the Land Uses Surrounding the Site of the proposed amendment:

7. Current Land Use Designation: \_\_\_\_\_

8. Proposed Land Use Designation: \_\_\_\_\_

9. Current Zone Classification: \_\_\_\_\_

10. Desired Zone Classification: \_\_\_\_\_

11. The site is currently served by  PUBLIC SEWER

SEPTIC

12. The site is currently served by  PUBLIC WATER

WELL