



Land Use Application Form

Comprehensive Plan Map or Text Amendment

SUBMITTAL ITEMS

- Base Land Use Application
- All materials required as stated on page two of this form;
- Fees: \$450 intake, \$1,800

Map amendments are any proposed amendments to the Fircrest comprehensive plan land use map.

Text amendments are any amendments to the Fircrest comprehensive plan that do not constitute a map amendment.

- Applications for amendment requests shall be submitted to the city no earlier than March 31 and no later than June 1 of the year. When these dates fall on a day when city offices are closed, the due dates shall be the next business day when city offices are open.
- Requests for amendments that arise during other parts of the year shall be recorded and retained on the docket for application during the next amendment cycle. Parties that initiated the docket item shall be notified of the upcoming application period by first class mail no later than February 1 prior to the application filing period. Docket items must be submitted as a formal application during the next amendment cycle or they will be removed from the docket. Amendment requests that were denied in the previous cycle may not be docketed or submitted in the cycle immediately following. Docket items that are not submitted for application in the next available cycle shall be removed from the docket; however, the item may be listed on the docket for the following cycle if requested.
- Amendment requests may be submitted by private parties; however, requests for map amendments by private parties may only be submitted by the owner or an authorized agent. Amendment requests may also be initiated by the commission or council upon a formal motion and approval by the body.

City of Fircrest Contact Information

Address
115 Ramsdell Street
Fircrest, WA 98466

Phone: 253 564-8901
FAX: 253 566-0762

- Applications shall be considered as a group for purposes of analysis and processing. At the first regular meeting of the planning commission in July of each year, staff shall present a list and brief description of each application received during the application period. The planning commission shall set an estimated schedule for review of the applications, including the public hearing and special meetings in order to prepare and forward a recommendation to council in a timely fashion.
- Upon forwarding the commission recommendation to council, staff shall prepare and compile the appropriate SEPA documentation, initiate the SEPA process, and send the planning commission recommendations, along with the appropriate SEPA documentation, to the state for the GMA required 60-day review.
- Upon completion of the SEPA process, public meeting, state review, and council consideration, the council shall adopt an ordinance incorporating the proposed amendments, in whole or in part or as modified by the council, into the Fircrest comprehensive plan. At the same meeting, the council shall also adopt an ordinance for any concurrent rezones necessary for consistency.

Submittal requirements

All applications shall include the following:

- A detailed statement of the proposed change and why it is to be changed;
- A statement of anticipated impacts of the change, including geographic area affected and issues presented;
- A statement of how the request is or is not consistent with the adopted Fircrest comprehensive plan, pertinent subarea and functional plans and countywide planning policies, and the goals of the GMA; and
- A description of any changes to development regulations, modifications to capital improvement programs, subarea, neighborhood, and functional plans required for implementation so that these will be consistent with the plan.