



AMENDMENTS to the *IMAGINE BOTHELL...* COMPREHENSIVE PLAN & DEVELOPMENT REGULATIONS: APPLICATION FORM & CHECKLIST

This application submittal and intake checklist identifies the minimum application elements necessary for the City to accept the application for further processing. If all of the required items on the checklist are submitted and accepted by the City by October 31, the request will be placed on the City’s docket of requested Comprehensive Plan and development regulations amendments to be considered the following year. Under state law, the City may only amend the Comprehensive Plan once each year (except in cases of emergency, per RCW 36.70A.130), and is only required to update the Plan every seven years pursuant to the Growth Management Act (GMA). The GMA is silent on timing of consideration of amendments to development regulations. As such, docketed Plan amendment requests are not automatically processed and considered by the City Council in the year in which they are received. The one exception is for amendments that are proposed to correct deficiencies identified during project review, which shall be considered annually. Staff in the Community Planning section will keep you apprised of the status of docketed items. A copy of the current docket can be viewed at www.bothellwa.gov.

Applicant: Check each box under the *Applicant* heading on this checklist to confirm items are included in your submittal (the required items may be provided on the attached form, or in a letter). A Planner will check off each box under *Staff* when the item is confirmed to be included in the submittal package.

General Requirements per BMC 11.18 (two copies required):

| Applicant | Staff |
|--|--------------------------|
| A letter containing the following information: | |
| <input type="checkbox"/> Name, address and telephone number of person, business, agency or other organization suggesting the amendment (an e-mail address is not required, but highly recommended). | <input type="checkbox"/> |
| <input type="checkbox"/> Citation of the specific text, map or other illustration suggested to be amended. | <input type="checkbox"/> |
| <input type="checkbox"/> The suggested amendment. | <input type="checkbox"/> |
| <input type="checkbox"/> If a suggested amendment is to a plan or both a plan and a development regulation, a statement of how the amendment: <ol style="list-style-type: none"> 1. Promotes the public health, safety and welfare; 2. Is consistent with, or in conflict with, other portions of the Comprehensive Plan or subarea plan, which portions shall be cited by goal, policy and/or action reference number, and by page number; and 3. Complies with the applicable King and/or Snohomish County county-wide planning policies. | <input type="checkbox"/> |
| <input type="checkbox"/> If a suggested amendment affects property, a copy of the County Assessors map clearly depicting all properties subject to the requested amendment, the tax parcel or identification number of all subject properties. | <input type="checkbox"/> |
| <input type="checkbox"/> If a suggested amendment is only to the development regulations, a statement as to how the amendment complies with the <i>Imagine Bothell...</i> Comprehensive Plan. | <input type="checkbox"/> |