



COMPREHENSIVE PLAN MAP AND TEXT AMENDMENTS

GENERAL INFORMATION

Comprehensive Plan amendments are either text changes or revisions to the Comprehensive Plan map. Text amendments affect the policy of the Comprehensive plan on a City-wide level. Map amendments change the potential uses and development of specific properties. Under State law changes to the Comprehensive Plan are required to be concurrently reviewed and are ordinarily only allowed once a year.

Text and map amendments must be consistent with the overall policy intent of the Comprehensive Plan. Justification for the change(s) within the context of the Comprehensive Plan is the responsibility of the applicant.

PROCESS AND TIMING

Applications are required to be submitted on or before **JANUARY 31** of a given year.

Prior to submitting an application, applicants are required to apply for a pre-application meeting with the Development Services Department to discuss the proposal. The Development Services Department will provide the applicant with assistance and information on submittal materials, application feasibility, decision criteria, review time, etc.

All applicants are required to bring in one copy of the application package for informal review by a staff planner, prior to formal application and fee payment to ensure that the application is complete. This should be done prior to making the requested number of copies.

Following submittal applications will go before the City Council for docketing. It is during this docketing process that City Council reviews the proposed applications and accepts or rejects them for review and processing during the upcoming year.

The Planning Commission will review the Comprehensive plan amendment application and issue a recommendation to the City Council, unless at the time of the public hearing, the Planning Commission indicates that additional time will be required for the recommendation. The recommendation to approve, conditionally approve or deny the application will be mailed to the applicant and all parties of record. The Planning Commission's recommendation will be forwarded to the City Council for their review, final recommendation, and adoption (if approved) by ordinance.

OTHER NOTEWORTHY ITEMS

- Handouts and Standard Details can be found on the City's website at www.mountvernonwa.gov or can be obtained at City Hall during normal business hours.
- The City cannot accept an application that does not have all of the required items. To accept your application, each of the below-listed Submittal Requirements must be submitted *at the same time* – including all applicable fees. If you have received a prior, written waiver of a submittal item or items during a pre-application meeting, please provide this form in lieu of any submittal item not provided.
- A rezone, if necessary, will be processed by the City following approval of a Comprehensive Plan amendment.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

**SUBMITTAL REQUIREMENTS FOR COMPREHENSIVE PLAN
MAP AND/OR TEXT AMENDMENTS:**

SUBMITTAL REQUIREMENTS: an applicant may ask for a waiver of any of the following submittal application materials at their pre-application meeting; and the Development Services Department will review the applicant’s request, and either approve or disallow the waiver, in writing.

One paper copy and one copy in an electronic format (complying with the City’s Electronic Document Requirements outlined on the accompanying handout) of each of the below-listed submittal items is required to be submitted to the City **at the same time**.

CHECK WHEN RECEIVED:	SUBMITTAL ITEM:
<input type="checkbox"/>	<p>FEES Application fees must be paid when an application is submitted to the Department. The total fee amount will be determined at the pre-submittal meeting with a staff planner.</p>
<input type="checkbox"/>	<p>MASTER LAND USE FORM A form on which an applicant provides their name and contact information and the name and contact information of the property owner if it is not the applicant. General information including the site address, parcel number(s), existing/proposed land uses, existing/proposed Comprehensive Plan designations, existing/proposed zoning designations, site area, project valuation and whether or not the site is within 200 feet of an area designated as a critical area is listed on this form. The current owner(s) of the land must provide their notarized signatures on this form. This form is provided by the Department to applicants.</p>
<input type="checkbox"/>	<p>ENVIRONMENTAL CHECKLIST INCLUDING NON-PROJECT QUESTIONS If your project triggers SEPA review the “SEPA Checklist” will need to be completed. This checklist contains extensive questions about the natural environment (earth, air, water, etc.) and the built environment (traffic, schools, noise, etc.) of your site. Each question shall be answered accurately and to the best of your knowledge. If a question does not apply, please write “does not apply”. The questions apply to the entire project. Any future plans should be included when answering these questions. The SEPA review process requires an evaluation of cumulative impacts. For this reason it is critical to state all current and future development intentions clearly. In most cases this will prevent you from having to go back through the SEPA review process.</p>
<input type="checkbox"/>	<p>LEGAL DESCRIPTION A description of a piece of land which allows an independent surveyor to locate and identify it. Usually it uses one of the following methods: government survey, metes and bounds or recorded plat (lot and block number).</p>
<input type="checkbox"/>	<p>LEGAL DESCRIPTION, ELECTRONIC COPY IN MS WORD FORMAT</p>
<input type="checkbox"/>	<p>MAP OF EXISTING SITE CONDITIONS A plan drawn at the same scale as, or combined with, the grading plan or topography map showing existing topography at two foot contours or less, and including structural and natural features. The plan shall include major trees, shrubs, large rocks, creeks and watersheds, floodplains, buildings, roadways and trails.</p>
<input type="checkbox"/>	<p>PROJECT NARRATIVE A clear and concise description and summary of a proposed project, including:</p> <ol style="list-style-type: none"> a. Project name, size and location of site; a. Zoning and Comprehensive Plan designations of the site and adjacent properties; b. Current use of the site and any existing improvements; c. Special site features (i.e., wetlands, water bodies, steep slopes, or other critical areas); and a description of the buffers that will be required for each feature; d. Statement addressing soil type and drainage conditions; e. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.); f. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.); g. Total estimated construction cost and estimated fair market value of the proposed project; h. Estimated quantities and type of materials involved if any fill or excavation is proposed; i. Number, type and size of trees to be removed; j. Explanation of any land to be dedicated to the City.
<input type="checkbox"/>	<p>TITLE REPORT A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, dedication, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. An updated certificate or report dated within 30 days before final plat approval is also necessary. Copies of all the encumbrances listed within the certificate or report shall be provided.</p>
<input type="checkbox"/>	<p>TRAFFIC CONCURRENCY APPLICATION An application that contains the information necessary so that staff or a traffic consultant working on behalf of the Department can determine the traffic impacts, concurrency requirements, and mitigation that will be necessary for a project. This application is provided by the Department to applicants.</p>

FORMS THAT NEED TO BE COMPLETED

Following is a list of forms that Applicants are required to download from the City's website and complete as part of a Comprehensive Plan amendments application.

- Master Land Use Application
- Agent Authorization Form (this form is only required if the property owner does not sign the Master Land Use form)
- SEPA Checklist
- Traffic Concurrent Application

To download these forms navigate to: www.mountvernonwa.gov, once on this website click on the mega menu near the top of the screen on the word DEPARTMENTS, then click on DEVELOPMENT SERVICES. On the new page that opens click on APPLICATIONS, FORMS & HANDOUTS and then PLANNING located in the green box on the left side of the screen. Scroll down the new page that open and click on the hyperlinks with the names listed above.

ELECTRONIC DOCUMENT SUBMITTAL REQUIREMENTS

INTRODUCTION

In a *concerted effort* to streamline permit processes, reduce paper waste, reduce the expense and inconvenience of printing multiple copies of construction documents, and increase the effectiveness and efficiency of City Staff, the Development Community and residents, the City has developed an Electronic Plan Review Program.

Electronic Plan Review allows concurrent reviews by City Staff which, in turn, will reduce review turnaround times and support a consolidated corrections letter that applicants can respond to staff comments in a more efficient manner. Note: Applicants will create a unique user name and password that will enable them to view/track the entire permitting process.

Applicants are required to use the following instructions to prepare construction plans, maps, and technical documents for electronic plan review. Permit review cannot commence until the Plans, Maps, and Technical Documents are submitted meeting the following requirements. Failure to meet these requirements will result in a request for resubmittal and/or delay the start of the permit review process.

GENERAL REQUIREMENTS

- All documents must be in PDF format.
- Zip files will not be accepted.
- Each submittal document uploaded shall be a separate PDF. (example: plan set PDF, structural calculations PDF, geotechnical report PDF, etc.)
- Electronic documents must be in a state that allows for document mark-up, file combining, and processing.
- Electronic signatures shall be in compliance with the standards of their respective professional licensing board.

PLAN FORMATTING

- All plans shall be created on Washington State Plane NAD83, and vertical control datum NGVD 29.
- Plans shall be in landscape layout orientated so the top of the page is always at the top of the computer screen.
- Plans shall be a minimum of 11" x 17" however, most commercial projects will require a minimum of 24" x 36".
- Plans shall be prepared to an industry standard scale of a clearly legible size.
 - Site plans shall be drawn to a minimum scale of 1" = 20'
 - Floor plans, elevations, and sections shall be no less than 1/8" = 1'
- Plans that are marked "Not for Construction" or with similar notations will not be accepted.
- A north arrow is required on all site plans and floor plans. Elevations shall be labeled North, South, East, and West as appropriate.

- Plan sets shall be fully dimensioned.
- Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
- Fonts must have a clarity equivalent to, or better than, the fonts Arial, Gill Sans, or Tahoma. Font size for text must be a minimum of 10 pt. or 3/32" for CAD prepared documents.
- Drawings must accurately represent what is proposed for construction. Alternative designs, optional layouts, irrelevant notes, and unused details shall not be included in the plan set.
- Building plans and engineering must correspond to the site topographic conditions.
- All sheets must be numbered, and labeled or titled.
- A title block must be located on the right hand side of each page.
- A drawing index is required on the cover page of the plan set.

PDF DETAILS

- A minimum of 300 DPI is required.
- Plans should provide bookmarks that match the index sequence and should be named to allow the reviewer to quickly move from sheet to sheet.
- Bookmark settings should be set to open each page at full view.
- Hyperlinks are extremely useful for navigating drawing sets and are strongly encouraged for linking detail callouts on the floor plans to the referenced sheet or specific detail.
- PDF authoring tools must be set to Vector and not Raster.
- Maintain output scale – please do not use “Fit to page”.
- Viewports used during the drafting process should not be included in the final output for submittal.
- Font type must be TrueType. (SHX fonts are typically found in Raster format and should not be used). Please do not embed fonts.
- Do not include layer information from the drafting program. All layers should be flattened in the authoring program prior to export and submittal.

AS-BUILTS AND PLAT MAPS

- Final As-builts and plat maps shall be provided to the city in both PDF format, and drawing file (DWG) format as an AutoCAD 2013 or earlier version.

REVISIONS AND RESUBMITTALS

- Every resubmittal shall include a response letter addressing all comments.
- Revisions and resubmittals must include a complete plan set with and additional documents in a separate PDF.
- Revision numbers or revision dates must be shown in the title block of each sheet.
- All changes should be identified with a surrounding cloud and corresponding delta. A list of all deltas along with a brief narrative for each (including the sheet number they are on) should be provided on the title sheet of the plans.
- Please note partial resubmittals will not be accepted.