

REZONE APPLICATIONS

GENERAL INFORMATION AND REQUIREMENTS

Rezoning proposals seek to change the zoning designation of a site or an area. A rezoning can change the zoning of property only when the zone that is requested is consistent with the existing Comprehensive Plan designation of the subject property. Mount Vernon Municipal Code 17.09.010 has a list of the Comprehensive Plan and Zoning Districts within the City and it lists which zones are consistent with the different Comprehensive Plan designations.

If the zoning an applicant is applying for is not consistent with the existing Comprehensive Plan designation of a site, an applicant must apply for a Comprehensive Plan amendment before applying for a rezoning.

Rezoning is a Type IV process, which means the City's Hearing Examiner will hold an open record public hearing and will issue a recommendation to the City Council. The Hearing Examiner's recommendation will be forwarded to the City Council for their review, final recommendation, and adoption (if approved) by ordinance.

Copies of the Mount Vernon Municipal Code, the zoning map, and the Comprehensive Plan map can be viewed and downloaded on/from the City's web site at: <http://www.mountvernonwa.gov>

EARLY CONSULTATION

Applicants are required to attend a pre-application meeting with the Development Services Department to discuss the proposed rezoning before submitting an application. The Development Services Department will provide the applicant with assistance and information on the application feasibility, decision criteria, and review time, etc.

SUBMITTAL REQUIREMENTS

One paper copy (no less than 11" by 17") 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**.

The City will not accept an application that does not have all of the required submittal items that are listed below.

Applicants are required to make a submittal appointment, please call or email the Development Services Department to arrange a convenient time.

ITEMS REQUIRED TO BE SUBMITTED

APPLICATION FEES	These fees will be calculated by the City when you submit your application.
ENVIRONMENTAL CHECKLIST (SEPA)	<p>If a SEPA checklist was completed with a Comprehensive Plan Amendment associated with a rezone a new SEPA checklist is NOT required.</p> <p>The SEPA materials that need to be completed are required to be downloaded from the City's permit portal at: https://ci-mountvernon-wa.smartgovcommunity.com/Public/Home</p>
JUSTIFICATION FOR THE REZONE	<p>A written description and associated mapping setting forth the reasons in favor of the application and addressing the following specific criteria found in Mount Vernon Municipal Code.</p> <ol style="list-style-type: none"> 1. Is the request compatible with the city's comprehensive plan and development goals? <p>To answer this question the Applicant will need to analyze the City's Comprehensive Plan and its Goals, Objectives and Policies. The Comprehensive Plan can be viewed or downloaded from the City website at: www.mountvernonwa.gov</p> 2. Are public utilities, public facilities and other services currently adequate to serve the proposed district? <p>To answer this question the Applicant will need to identify all public utilities needed to serve the project site and then determine if the service is available and adequate, available and requiring mitigation to be adequate, or other.</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).
MASTER LAND USE	This form is required to be downloaded from the City's permit portal at: https://ci-mountvernon-wa.smartgovcommunity.com/Public/Home
MAP OF EXISTING SITE CONDITIONS	A map, drawn at a scale of one inch equals one hundred feet (1" = 100') or other scale pre-approved by staff that includes existing topography at five foot contours or less, all structural improvements and natural features. The plan shall include major trees, shrubs, large rocks, creeks and watersheds, floodplains, buildings, roadways and trails.
TITLE REPORT WITH COPIES OF ALL EASEMENTS AND ENCUMBRANCES	A document prepared by a title insurance company documenting the ownership and title of all interested parties in the development that lists all encumbrances. The report shall be dated within 30 days prior to the submittal of a permit to the City. Copies of all the encumbrances listed within the certificate or report shall be provided.

ELECTRONIC DOCUMENT SUBMITTAL REQUIREMENTS

GENERAL INFORMATION

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.

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.**

DOCUMENT REQUIREMENTS

- All document must be in PDF format.
- All plans/maps (i.e. architectural plans, floor plans, civil plans, design review plans, this includes plans/maps located within technical documents) are required to be **NATIVE PDF FILES** versus scanned copies.
- Zip files cannot not be accepted.
- Each submittal document shall be a separate PDF. (example: plan set PDF, structural calculations PDF, geotechnical report PDF, etc.). Supplemental documents (such as technical reports like a wetland delineation or drainage report) shall be saved as individually-named PDF files separate from plans/maps.
- Electronic documents must be in a state that allows for document mark-up, file combining, and processing (i.e. unprotected and unlocked).
- Electronic signatures shall be in compliance with the standards of their respective professional licensing board.
- File names need to meet certain requirements so they can be loaded into our permit software. File names need to match the name of the submittal requirement provided by the City, e.g. Construction Plans, Building Permit Application, Drainage Report, Structural Calculations, SEPA Checklist, Critical Area Report, etc. Do not add any other words to the name of your file(s) and do not use special characters (*!@#%&, etc) in your file names. If you are not sure what to name something, please ask us.

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.

ADDITIONAL 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.