

**CPA**

# SUBMITTAL REQUIREMENTS

## COMPREHENSIVE PLAN MAP OR TEXT AMENDMENT

(INCLUDES ANY ASSOCIATED REZONE AND MUNICIPAL CODE TEXT AMENDMENT)

### Planning Division

1055 South Grady Way-Renton, WA 98057  
Phone: 425-430-6575 | [www.rentonwa.gov](http://www.rentonwa.gov)

**PURPOSE:** To allow for revisions/changes to the City's Comprehensive Plan. A *Comprehensive Plan Amendment* may be either Text changes or revisions to the Land Use Map. Text amendments affect the policy direction of the Comprehensive Plan on a citywide level. Map amendments change the potential uses and development of specific properties. A Land Use Map amendment concurrently addresses Zoning, either inside or outside the City, where Zoning has been adopted by the City Council. If Zoning is not consistent with the Land Use Map, a Rezone is necessary. Text and Map Amendments must be consistent with the overall policy intent of the Comprehensive Plan and its' constituent elements. Justification for the change(s) within the context of the Comprehensive Plan is the responsibility of the applicant.

**EARLY CONSULTATION MEETING:** Prior to submitting an application, the applicant should set up a pre-application meeting with Long Range Planning at (425) 430-6575 to discuss the proposal. Long Range Planning will provide the applicant assistance and information on the application's feasibility, decision criteria and review time, etc.

**WHO AND WHEN TO APPLY:** If you are applying for a text amendment (and any associated Rezone), you must be a property owner or resident in Renton or within the City's planning area up to the Urban Growth Boundary. You are eligible to apply if you have not applied the previous year for a Comprehensive Plan Amendment (and any associated Rezone) on the same parcels or for the same policies or text. You must submit your applications between **August 15 and October 15** of a given year. Applications will be processed by the end of the following year.

**COMPLETE APPLICATION REQUIRED:** In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

**APPLICATION TIMES:** All applicants are encouraged to bring in one copy of the application package for informal review by staff prior to formal application and fee payment in order to ensure the application is complete. This should be done prior to making the requested number of copies. Applications will be accepted at the 6<sup>th</sup> floor counter of the Renton City Hall, 1055 South Grady Way, between 8:00 a.m. and

4:00 p.m., Monday through Friday. Please call your assigned project manager to schedule an appointment or call (425) 430-6575 to reach Long Range Planning. Please allow 30 minutes for application screening. Due to the screening time required, applications delivered by messenger cannot be accepted.

## All Plans and Attachments must be folded 8 ½”by 11”

### ELIGIBILITY CRITERIA FOR APPLICATION:

Applications for Comprehensive Plan amendments **shall not be accepted in the following circumstances** (per RMC [4-9-020D3](#)), unless the amendment involves the correction of a technical error:

- a. Applications which were submitted for amendment in the previous Comprehensive Plan amendment cycle that were denied;
- b. Applications for amendment of the Comprehensive Plan land use map involving properties considered for amendment in the previous Comprehensive Plan amendment cycle;
- c. Applications for amendment involving properties located within a community planning area in which the community planning process has been initiated; or, where a community plan has been adopted within the two (2) years prior to the amendment cycle.

### COMPREHENSIVE PLAN TEXT AMENDMENT APPLICATION MATERIALS:

If you are applying only to amend the Comprehensive Plan’s text or policies, you must:

1. Describe which text or policies you want changed and how you want them changed.
2. Describe why you want it changed.
3. Submit only application materials 1,3, and 4 (response to decision criteria)

For all other amendment applications involving map changes, the applicant may ask for a waiver of any of the other submittal application materials. Long Range Planning will review the applicant’s request and either approve or disallow the waiver request in writing. Please bring any completed waiver form with you when you submit your application.

### APPLICATION MATERIALS:

1. **Land Use Permit Master Application:** Please provide the **original plus 11 copies** of the COMPLETED Master Application form. Application must have notarized signatures of ALL current property owners listed on the Title Report. The legal description of the property must be listed on the application form.
2. **Fees:** The application must be accompanied by the required application fee (see Fee Schedule). Land use fees are calculated by charging a 3% technology fee in addition to the base fees for each application submitted. Please call (425) 430-7200 to verify the exact amount required. Checks should be made out to the *City of Renton* and can’t be accepted for over the total fee amount.
3. **Project Narrative:** Please provide **12 copies** of a narrative summarizing and describing the proposed project. Please address each of the following:

- Requested change to Comprehensive Plan and/or Zoning Map;
- Size and location of site;
- Current use of the site and any existing improvements;
- Special site features (e.g. wetlands, water bodies, steep slopes);
- Location of existing structures; and,
- **Specific responses to the following Comprehensive Plan change decision criteria:**
  - a. The effect upon the rate of growth, development, and conversion of land as envisioned in the Comprehensive Plan;
  - b. The effect upon the City's capacity to provide adequate public facilities;
  - c. The effect upon the rate of population and employment growth;
  - d. Whether Comprehensive Plan objectives are being met as specified or remain valid and desirable;
  - e. The effect upon general land values and housing costs;
  - f. Whether capital improvements or expenditures, including transportation, are being made or completed as expected;
  - g. Whether the initiated amendment conforms to the requirements of the GMA, is internally consistent with the Comprehensive Plan, and is consistent with the County-wide Planning Policies for King County;
  - h. The effect upon critical areas and natural resource lands;
  - i. Consistency with locational criteria in the Comprehensive Plan and application requirements established in this section;
  - j. The effect upon other considerations as deemed necessary by the Department of Community and Economic Development.

In addition to the above criteria, all applications must meet at least one of the following criteria:

- The request supports the vision embodied in the Comprehensive Plan; or
- The request supports the adopted business plan goals established by the City Council; or
- The request eliminates conflicts with existing elements or policies; or
- The request amends the Comprehensive Plan to accommodate new policy directives of the City Council.

**In addition, for those proposals that *also* seek a rezone, please address how the proposal complies at least one of the following rezone criteria:**

- The property subject to rezone was not specifically considered at the time of the last area land use analysis and area zoning; or
- Since the most recent land use analysis or the area zoning of the subject property, authorized public improvements, permitted private development or other circumstances affecting the subject property have undergone significant and material change.

**The burden of proof in demonstrating that the change is appropriate lies solely upon the proponent. The proponent must show in a clear and precise manner why the application should be granted and that the request for comprehensive plan amendment and/or rezone is timely.**

- 4. **Environmental Checklist:** Please provide **12 copies** of the Environmental Checklist. If a particular question on the checklist does not apply, please do not leave it blank. Fill in the space with “Not Applicable.”
- 5. **Title Report:** Please provide **3 copies** of a current title report that has been obtained from a Title Company documenting ownership and listing all encumbrances. If the title report (or plat certificate) references any recorded documents (i.e. easements, dedications, covenants). **5 copies** of the referenced recorded documents(s) must be provided.
- 6. **Legal Documents:** Please provide **5 copies** of each of the following documents (if applicable):
  - Restrictive Documents;
  - Draft Deeds to City for any reserve strips; and
  - Easements.
- 7. **Assessor’s Maps:** Please provide **1 copy** of a King County Assessor’s Map (scale 1” = 100’) denoting the subject site in color, and illustrating all property within 300 feet of the subject site. If more than one sheet is required to show all surrounding properties within 300 feet, the map sheets must be taped together and cropped to a size less than 18” x 24”.
- 8. **Digital Copy:** Please provide a digital copy of each of the submittal items; this can be submitted either on a CD, a USB portable (flash/hard) drive, other device or pathway as approved by your assigned project manager.

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**REVIEW PROCESS:** Once the Comprehensive Plan Amendment (and any associated Rezone) application package has been accepted for review, City staff will begin internal review of the proposal by routing the proposal to other City departments, jurisdictions or agencies who may have an interest in the application. The applicant and the public will be notified at least ten (10) days prior to the first Planning Commission meeting on the proposal.

Evaluation criteria are listed in the “project narrative” section on the previous pages.

The Planning Commission will review the Comprehensive Plan Amendment (and any associated Rezone) application and issue a recommendation to the City Council after a public hearing has been completed.

Council typically reviews the proposal in the Planning and Development Committee, which in turn makes the final recommendation to the full Council. The Council will then adopt any changes it approves by ordinance.

Additionally, the City staff will route the proposed plan for review to and schedule the project for Environmental Review Committee (ERC). City staff will typically post three (3) notices of

the pending application at or near the subject site and mail notices to property owners within 300 feet of the project site.