



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST

- Comprehensive Plan Amendment Application
- Land Use Application Form
- Letter** describing the specific requested Comprehensive Plan Amendment, and explaining how the proposed amendment is:
 - Consistent with applicable sections of the Comprehensive Plan;
 - Consistent with the Growth Management Act and the State Environmental Policy Act (SEPA); and
 - In the interest of the public health, safety, and welfare of Snohomish residents.
- SEPA Checklist**

If the request is for a site-specific Land Use Map amendment, the following submittal materials are required.

- Five (5) copies of a **site plan** with the following requirements:
 1. 22" x 34" in size, folded to 8½" x 11".
 2. Drawn to 1" = 20' or 1"=40' scale.
 3. Plan must include a North arrow and the date of preparation.
 4. Include the legal description of the subject property, or properties.
 5. Show location of all structures, property lines, streets and alleys.
 6. Include all dimensions for lots, structures, and setbacks.
 7. Show all critical areas and required buffers, if present.
 8. Clearly show the location of the requested Comprehensive Plan Amendment.
- One copy of the **site plan** reduced to 8½" x 11"
- List of all property owners within 300'** of the subject property
See Adjacent Property Owners List Handout.