

# COMPREHENSIVE PLAN AMENDMENT

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362  
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

file no.

## COMPREHENSIVE PLAN AMENDMENT APPLICATION

All proposed amendments to the Comprehensive Plan shall be considered concurrently on an annual basis from July 1st through June 30th and shall be adopted no more than once during said period, except that amendments conforming to the GMA may also be adopted whenever an emergency exists. Amendment proposals should be submitted, public hearings will be conducted, and action shall be taken, in accordance with the following schedule:

- A. Comprehensive Plan amendment proposals shall be submitted between January 1st and March 31st of each year;
- B. The Washington State Department of Commerce shall be notified of Comprehensive Plan amendment proposals no later than May 1st;
- C. Planning Commission hearings will be conducted prior to or during May;
- D. City Council hearings will be conducted prior to or during June;
- E. The City Council's decision shall be rendered no later than June 30th and shall be transmitted to the Department of Commerce within ten days after final adoption.

## REQUIRED MATERIALS CHECKLIST

Only completed applications will be accepted. An application must include all of the following information:

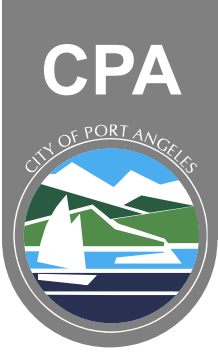
- CPA Application:** A completed application signed by the applicant or applicant's representative
- Amendment Narrative:** A detailed statement of what is proposed to be changed and why. Please include specific citations and page numbers.
- Amendment Impacts:** A detailed statement of anticipated impacts of the proposed change, including the geographic area affected and the issues presented
- Amendment Elements:** Comprehensive Plan amendment proposals should address the following:
  - A. Demonstration of why existing Comprehensive Plan provision(s) should not continue in effect;
  - B. Demonstration of how the amendment complies with the Growth Management Act's goals and specific requirements;
  - C. Demonstration of how the amendment complies with the County-wide planning policies;
  - D. Demonstration of how the amendment is consistent with the Capital Facilities Plan and the comprehensive services and facilities plans;
  - E. Demonstration of how the amendment is in the public interest and is consistent with the public health, safety and welfare;
  - F. Consideration of the cumulative effect of all proposed Comprehensive Plan amendments.

## NOTICE, DECISION, AND APPEALS

**NOTICE:** Public hearings on Comprehensive Plan amendments shall be conducted by the Planning Commission and the City Council in accordance with the schedule set forth in PAMC 18.04.040. Notice of public hearings on Comprehensive Plan amendments shall be provided in the same manner as set forth in PAMC 17.96.140 for public hearings required pursuant to the Zoning Code.

**DECISION:** The Planning Commission shall make a recommendation to the City Council on all Comprehensive Plan amendments. The City Council shall make the final decision on all Comprehensive Plan amendments. The Council's decision shall be supported by written findings and conclusions, which shall address the elements set forth in PAMC 18.04.060.

**APPEALS:** Any appeal of a final decision rendered by the City Council pursuant to this title shall be filed in Clallam County Superior Court within 21 days of such final decision or be barred.



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## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Applicant Entity: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Representative (If other than applicant): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## PROJECT INFORMATION

Please provide a brief description of the proposed changes to the comprehensive plan (Detailed information will be included with the required application materials checklist on the first page if this application:

## SIGNATURE

I have read and completed the application and attached all application materials and know it to be true and correct. I am authorized to apply for this permit and understand that additional information may be required and it is my responsibility to determine what other permits are required and to obtain permits prior to work, use, or activity. I understand that I will forfeit fees if I withdraw the application prior to permit issuance.

Date \_\_\_\_\_ Print Name \_\_\_\_\_ Signature ( Applicant  Representative) \_\_\_\_\_

Notes:	
Fees: \$750.00	DATE STAMP