



**City of Stanwood**  
**COMPREHENSIVE PLAN AMENDMENT APPLICATION CHECKLIST**

<b>PROJECT NAME:</b>
<b>Date of Application*:</b>
* Applications received after October 31 <sup>st</sup> will be processed with the following year's docket of amendments.

Required	Received	
		1. Complete Master Permit Application Form and fee of \$800.00
		2. SEPA Checklist, application and fee (\$275, non-project or under 5 acres, or \$450 - 5 acres or more.
		3. Vicinity map showing the location of the site in relation to nearby streets and properties.
		4. Ten (10) copies of map showing area proposed for change (if applicable).
		5. Legal description of the perimeter of the area proposed for change.
		6. Description of the plan amendment being requested. Indicate change in land use map designation (if applicable).
		7. A summary table of project statistics, including site area, building coverage, coverage by impervious surface, required and proposed parking, and similar data, as required, to evaluate conformance of the proposed project with city regulations.
		8. A wetland delineation prepared by a qualified professional for any site known or suspected to contain wetlands.
		9. Purpose and reason of the amendment and why the amendment is being requested, including specific issues and areas needing change.
		10. Amendatory language showing specific parts of the plan to be changed (if applicable).
		11. Statement addressing the following decision criteria: <ol style="list-style-type: none"> <li>a. The amendment bears a substantial relation to the public health, safety, or welfare;</li> <li>b. The amendment is warranted because of changed circumstances or because of a need for additional property in the proposed comprehensive plan designation or because the proposed amendment is appropriate for reasonable development of the subject property;</li> <li>c. The subject property is suitable for development in conformance with standards under the proposed comprehensive plan designation;</li> <li>d. The amendment will not be materially detrimental to uses or property in the immediate vicinity of the subject property;</li> <li>e. The proposed comprehensive plan amendment has merit and value for the community as a whole; and</li> <li>f. Any reclassification complies with all other applicable criteria and standards of the Stanwood Municipal Code (if applicable).</li> </ol>

		12. Narrative describing consistency of proposed amendments to Comprehensive Plan Goals and Policies.
		13. Two (2) sets of address labels for all property owners within 300 feet of the area proposed for change (if applicable).

Additional information may be required by the City. The applicant will be notified in writing if additional information is necessary.

**FOR CITY USE ONLY**

- This application is complete.
- This application is incomplete. See items marked "required" above.

\_\_\_\_\_  
Community Development Director or Representative

\_\_\_\_\_  
Date

- *These submittal requirements are for City of Stanwood applications only. Additional permits may be required by other federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required.*