



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

COMPREHENSIVE PLAN AMENDMENT – TEXT (CPA) APPLICATION PACKET

FREQUENTLY ASKED QUESTIONS:

What is a County Comprehensive Plan?

The Comprehensive Plan is the adopted land use plan for Franklin County. This plan guides the future growth and development of the county. The state definition of a "comprehensive plan" is: a generalized, coordinated land use map and policy statement of the governing body of a local government that interrelates all functional and natural systems and activities relating to the use of lands, including but not limited to sewer and water systems, transportation systems, educational facilities, recreational facilities, and natural resources and air and water quality management programs. The Comprehensive Plan covers a 20-year planning horizon, with periodic updates mandated by RCW 36.70A.

What is Comprehensive Plan -Text Amendment Application?

A text amendment is a procedure that changes the written provisions of the adopted County Comprehensive Plan. From time to time, provision of the Comprehensive Plan may need to be updated or changed in order to better serve the needs of the County and its residents. In those cases, the text of the Plan may be changed, deleted or revised. In most cases the County is the initiator of this process but occasionally a resident or representative initiates the process for the change in text. If approved, the result of the process is for the Board of County Commissioners to pass an ordinance amending the text of Code. The procedure for a text amendment is detailed in Franklin County Code, Chapter 17.84.

Who can apply?

Applications are initiated by a property owner/representative, Municipality, or Franklin County.

Is there a specific time to apply for a text amendment to the Franklin County Comprehensive Plan?

Yes. In compliance with State RCW 36.70A, the County accepts applications to amend the comprehensive plan no more than one (1) time per year. With this, the County has established an annual application deadline for applications to review. This deadline is generally around the 3rd week of March. Complete applications typically appear on the Planning Commission Agenda for review in May or June of that year.

How do I initiate a Comprehensive Plan text amendment with the County?

The Planning and Building Department Staff will assist you through the process to apply for a text amendment to the County Comprehensive Plan. The County Planning Commission reviews and will make a recommendation regarding the request. The Board of County Commissioners will make the final decision. In this decision making process, all established standards, criteria, and policies regarding the text change will be reviewed.



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How do I apply for a text amendment?

A pre-application meeting with the Planning and Building Department staff is encouraged for all map amendment applications. Please call the Planning and Building Department at 509-545-3521 or visit our office. Complete applications are to be submitted to the Planning and Building Department. The following minimum application requirements shall be submitted:

1. General Land Development Application;
2. Application for Comprehensive Plan Map Amendment;
3. Petition information for a map amendment;
4. Fees (see application checklist).

What happens after I apply?

During the time prior to the public hearing, the Planning and Building Department staff will notify in writing (copy of Public Hearing Notice) the applicant of the map amendment. Additionally, the staff will conduct a review of your request and will do the following:

1. Establish a hearing date for the request;
2. Send notification of the hearing to local newspapers;
3. Send notification of the request to applicable technical agencies for comments;
4. Send notification of the request to neighboring landowners (if applicable); and
5. Compile public and agency comments to help develop a staff Report for the hearing.

What happens at the public hearing?

A public hearing is held to review your request and any other requests that are submitted for the annual docket. The applicant or representative is encouraged to be present to discuss and answer any questions the Planning Commission or public may have. Anyone who wants to testify for or against your request will be allowed to do so. Changes to the Comprehensive Plan are legislative in nature, and there may be multiple hearing and/or workshops held by the Planning Commission and Board of County Commissioners.

When do I find out if my text amendment request was approved or denied?

At conclusion of their review, the Planning Commission will make a recommendation to the County Commissioners to approve, approve with modifications, or deny the amendment request. The recommendation is sent to the State of Washington for review and comment during what is known as a 60-day review period with the State. Once the 60-days review is completed with the State, the amendment will appear before the Board of County Commissioners for a final decision. For additional information regarding the timely filing of an appeal, and Commissioners review and decision, please see Chapter 17.84 of the Franklin County Code or contact the Planning and Building Department for details and specifications.

-- Keep this section for your records --

-- Return the following completed page with your application --



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COMPREHENSIVE PLAN AMENDMENT – TEXT (CPA) APPLICATION SUPPLEMENT

Submittal Checklist:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Comprehensive Plan Amendment Fee: \$800.00
Check made payable to the Franklin County Planning and Building Department |
| <input type="checkbox"/> | SEPA Checklist Fee: \$150.00
Check made payable to the Franklin County Planning and Building Department |
| <input type="checkbox"/> | Variance Report Fee: \$80.00
Check made payable to the Franklin County Planning and Building Department.

This report includes (and is mailed to) the adjoining Property Owner's names and addresses (500 feet within an Urban Growth Area or one (1) mile outside an Urban Growth Boundary).

<i>Please note: the typical thirty (30) day review period requirement will not begin until this Variance Report is completed.</i> |
| <input type="checkbox"/> | SEPA Checklist: A completed State Environmental Policy Checklist shall be completed and submitted with this application, including the <i>supplemental sheet for Non-Project Actions</i> . |
| <input type="checkbox"/> | General Land Development Application – See last two pages of packet |
| <input type="checkbox"/> | Written narrative addressing the following: <ol style="list-style-type: none">1) A detailed description of what is proposed to be changed. Please site the specific plan text and provide a copy of the suggested edits. Edits should be shown in strikethrough and underline format (strikethrough for deleted text and underlined for added text)2) Explain why the plan text amendment is needed and describe what public land use issue or problem is resolved by the proposed amendment3) Explain how the proposed amendment is consistent with the goals of the Washington State Growth Management Act (RCW 36.70A.020) as amended4) Include a statement or explanation of how the proposed text amendment complies with or supports the Comprehensive Plan's goals and/or any applicable County-Wide Planning Policies5) Address if the proposed amendment affect lands designated as resource lands of long-term commercial significance and/or critical areas and if so, detail how the proposed amendment will impact those areas6) Explain how the proposed change would serve the interests of the public as a whole, including health, safety or welfare7) Address the seven items listed in FCC 17.84.030:<ul style="list-style-type: none">○ The date the existing zone or comprehensive plan designation became effective○ The changed conditions which are alleged to warrant other or additional zoning or comprehensive plan designations○ Facts to justify the change on the basis of advancing the public health, safety and general welfare |



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- The effect it will have on the value and character of the adjacent property and the Comprehensive Plan
- The effect on the property owner or owners if the request is not granted
- The current Comprehensive Plan land use designation for the property; and
- Such other information as the Planning Commission requires.



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GENERAL LAND DEVELOPMENT APPLICATION

FOR STAFF USE ONLY	FILE #:	<i>S T A M P H E R E :</i>
	Total Fees:	Date deemed complete:
	Receipt #:	Pre-App Meeting Date:
	Reviewed By:	Hearing Date:

CHECK ALL THAT APPLY AND ATTACH SUPPLEMENTAL FORM(S):	<input type="checkbox"/> Alteration/Vacation of Easement	<input type="checkbox"/> SEPA – Environmental Checklist
	<input type="checkbox"/> Appeal (File # of item appealed: _____)	<input type="checkbox"/> Shoreline Permit
	<input type="checkbox"/> Binding Site Plan	<input type="checkbox"/> Shoreline – Conditional Use Permit
	<input type="checkbox"/> Boundary Line Adjustment	<input type="checkbox"/> Shoreline – Exemption
	<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Shoreline – Non-Conforming
	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Shoreline – Substantial Development
	<input type="checkbox"/> Critical Areas Determination/Review	<input type="checkbox"/> Shoreline – Variance
	Reasonable Use Determination	<input type="checkbox"/> Short Plat
	<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Subdivision (Long Plat)
	<input type="checkbox"/> H2A Farm Worker Housing (Zoning Review)	<input type="checkbox"/> Temporary Use Permit
	<input type="checkbox"/> Lot Segregation Request	<input type="checkbox"/> Variance
	<input type="checkbox"/> Non-Conforming Use Determination	<input type="checkbox"/> Zone Change (Rezone)
	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Zoning Interpretation/Administrative Decision
	<input type="checkbox"/> Other:	

CONTACT INFORMATION (Please provide all necessary information and checkmark the primary contact)

<input type="checkbox"/>	<u>Property Owner</u>	Mailing Address:
	Name:	
	Phone Number:	
	E-mail Address:	
<input type="checkbox"/>	<u>Applicant/Agent/Contractor (if different)</u>	Business Name:
	Contact Name:	Business Address:
	Phone Number:	
	E-mail Address:	
<input type="checkbox"/>	<u>Surveyor/Engineer</u>	Business Name:
	Contact Name:	Business Address:
	Phone Number:	
	E-mail Address:	



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PROPERTY INFORMATION

Parcel Number(s) (9-digit tax number):
Legal Description of Property:
Site Address: (describe location if no address is assigned)

BRIEF DESCRIPTION OF PROJECT OR REQUEST

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- All appropriate fees must accompany this application. Fees are non-refundable and subject to change. Please contact the Planning Department for current pricing of fees.
- This application, including attachments, must be completed in its entirety for all items applicable to your project.
- Supplemental information is generally required for land use approvals. Please ensure that all required information is submitted along with this application form.
- If the property is owned by a trust, corporation, or LLC, please attach documentation showing that the person signing as the “owner” has the authority to sign on behalf of the trust, corporation, or LLC. If there are multiple owners, provide an attachment in the same format and with the same declarations.

I, the undersigned, hereby authorize the filing of this application and certify under penalty of perjury that the information contained in this application is complete and correct to the best of my knowledge. Further, I hereby grant Franklin County staff or representatives to enter my property during the course of this review to inspect my property as needed.

I understand that any information submitted to the Franklin County Planning and Building Department is subject to public records disclosure laws for the State of Washington (RCW Chapter 42.17) and all other applicable laws that may require the release of the documents to the public.

This authorizes the designated Applicant’s representative (if applicable) to act on behalf of the applicant for the processing of this request.

_____	_____	_____	_____
Owner (Signature)	Date	Applicant/Representative (Signature)	Date

_____	_____	_____	_____
Owner (Print Name)	Date	Applicant/Representative (Print Name)	Date