



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

DEVELOPMENT CODE TEXT AMENDMENT (TC) APPLICATION PACKET

FREQUENTLY ASKED QUESTIONS:

What is Text Amendment Application?

A text amendment (change) is a procedure that changes the written provisions of the ordinances contained in the County's land use regulations. This includes the County's Zoning, Subdivision, and Critical Area Regulations included in Titles 16, 17, and 18 of the County Code.

From time to time, provisions in the County Code 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 Code 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. 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 zoning text amendment is outlined in Franklin County Code, Chapter 17.84.

Who can apply?

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

How do I initiate a text amendment/change with County?

The Planning and Building Department staff will assist you through the process of applying for a text amendment to the County Land Use Regulations. 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.

How do I apply for a Text Amendment/Change?

A pre-application meeting with the Planning and Building Department staff is encouraged for all Text Amendment/Change Applications. Please call the Planning and Building Department at 509-545-3521 or visit our office at.

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. Fees (see application checklist);
3. Written description explaining the proposed change to the text including affected code sections;
4. Petition information for a change in zoning. Please see Franklin County Code 17.84.030 for requirements (<https://library.municode.com/index.aspx?clientId=16300>).



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

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 text 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);
5. Compile public and agency comments to help develop a Staff Report for the hearing.

What happens at the public hearing?

An open record hearing (public hearing) is held to review your request. 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.

A public hearing is held to review your request. 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 development regulations are legislative in nature, and there may be multiple hearings and/or workshops held by the Planning Commission and Board of County Commissioners.

When do I find out if my text amendment/change 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 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 pages with your application -*



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

DEVELOPMENT CODE TEXT AMENDMENT (TC) 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 Fee: \$150.00
Check made payable to the Franklin County Planning and Building Department |
| <input type="checkbox"/> | SEPA Checklist
A completed State Environmental Policy Checklist shall be completed and submitted with this application, <i>including the supplemental sheet for Non-Project Actions.</i> |
| <input type="checkbox"/> | General Land Development Application – <i>See last two pages of packet</i> |
| <input type="checkbox"/> | Written narrative addressing the following: <ul style="list-style-type: none">• A detailed description of what is proposed to be changed.<ul style="list-style-type: none">○ Please site the specific text and provide a copy of the suggested edits<ul style="list-style-type: none">▪ Edits should be shown in strikethrough and underline format. (Strikethrough for deleted text and <u>underlined</u> for added text)• Explain why the plan text amendment is needed and describe what public land use issue or problem is resolved by the proposed amendment• Explain how the proposed amendment is consistent with the goals of the Washington State Growth Management Act (RCW 36.70A.020) as amended• Include a statement or explanation of how the proposed text amendment complies with or supports the current Comprehensive Plan’s goals and/or applicable County-Wide Planning Policies• Address if the proposed amendment affects lands designated as resource lands of long-term commercial significance and/or critical areas. If so, detail how the proposed amendment will impact those areas• Explain how the proposed change would serve the interests of the public as a whole, including health, safety, or welfare. |



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

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 Reasonable Use Determination	<input type="checkbox"/> Shoreline – Variance
	<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Short Plat
	<input type="checkbox"/> H2A Farm Worker Housing (Zoning Review)	<input type="checkbox"/> Subdivision (Long Plat)
	<input type="checkbox"/> Lot Segregation Request	<input type="checkbox"/> Temporary Use Permit
	<input type="checkbox"/> Non-Conforming Use Determination	<input type="checkbox"/> Variance
	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Zone Change (Rezone)
	<input type="checkbox"/> Other:	<input type="checkbox"/> Zoning Interpretation/Administrative Decision

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

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



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

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

--

- 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