



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

COMPREHENSIVE PLAN AMENDMENT – MAP (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 -Map Amendment Application?

A map amendment is a procedure that changes the Comprehensive Land Use Map (to include Urban Growth Areas) or another map of the adopted county Comprehensive Plan. From time to time, land use designations or boundaries in the Plan may need to be changed in order to better serve the needs of the County and its citizens. In those cases, the Comprehensive Land Use Plan Map may be changed. In most cases the County is the initiator of this process, but occasionally a resident/landowner/representative or a municipality initiates the process for the change in the Land Use Map. If approved, the result of the process is for the Board of County Commissioners to pass an ordinance amending the Comprehensive Land Use Plan Map. The procedure for a map amendment is outlined in Franklin County Code, Chapter 17.84.

Who can apply?

Generally, applications may be initiated by a property owner/representative, Municipality, or Franklin County. However, expansions or modifications to Urban Growth Areas must be forwarded to the County by the affected City.

Is there a specific time to apply for a map 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 map amendment with the County?

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



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

How do I apply for a map 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);
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 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.



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PLANNING AND BUILDING DEPARTMENT

COMPREHENSIVE PLAN AMENDMENT – MAP (CPA) APPLICATION SUPPLEMENT

Submittal Checklist:

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|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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"/> | Map: Provide an 8.5"x11" or 11"x17" paper map, drawn neatly and to scale, that includes: <ul style="list-style-type: none">• North arrow, Legend stating the Owner/Applicant name, date the map was prepared, tax parcel number (if applicable), and scale• Current and proposed Comprehensive Plan Land Use designations• Features such as: roads, existing structures, and infrastructure (i.e. driveways, wells, septic drain fields, etc.)• Vegetation (include general types and areas)• Known critical areas (wetlands, streams, rivers, lakes, drainages, steep slopes, wildlife habitat areas, floodplains) on the area proposed to be changed, and within 300 feet• Shorelines and shoreline environmental designations (per the Franklin County Shoreline Master Program) on the area proposed to be changed, and within 300 feet• Land use and zoning designations of adjacent properties• Water (Location of well or water systems within 100 feet of the subject property or within a 100 foot well control zone and the distance from any structures within the well control zone) and sewerage facilities (Location of proposed or existing drain field area, extension area, and tank area as well as replacement areas and distances to structures and property lines); and• All major man-made and natural physical features such as railroads, canals, streams, creeks, drainage ditches, hills, depressions, steep slopes, lakes, shorelines, floodplains*, floodways, the 100-year base flood elevations etc. on-site or adjacent to the site. |



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT



Written narrative addressing the following:

- Existing and historic land use
- Any known cultural, archaeological, or historic resources
- The availability of public facilities, such as roads, sewer, water, and other required public services
- State how the proposed amendment is consistent with the Growth Management Act goals and requirement (RCW 36.70A), the latest adopted Franklin County Comprehensive Plan, applicable capital facilities plans, and official population growth forecasts and allocations
- Describe how the site is more consistent with the criteria for the proposed map designation, as compared to the criteria for the existing map designation
- Describe how the site is suitable for the proposed designation and describe if there is a lack of appropriately designated alternative sites within the vicinity
- Detail how a full range of necessary public facilities and services can be adequately provided in an efficient and timely manner to serve the proposed designation. Such services may include water, sewage, storm drainage, transportation, fire protection and schools
- Describe how the proposed future land use map amendment will not prematurely cause the need for nor increase the pressure for additional plan map amendments in the surrounding area
- If the request is to change a resource designation (i.e. Agricultural Resource Land, Mining Resource Land), provide the following justification:
 - Respond to a substantial change in conditions beyond the property owner's control applicable to the area within which the subject property lies; or
 - Better implement applicable comprehensive plan policies than the current map designation; or
 - Correct an obvious mapping error; or
 - Address an identified deficiency in the plan. In the case of resource lands, the applicable designation criteria in the "Agricultural Resource Lands" or "Mining Resources Lands" section of the Resource Lands Sub-Element of the Land Use Element shall be followed.
- Address the seven items listed in Franklin County Code 17.84.030:
 - 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
 - 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
 - Such other information as the Planning Commission requires
- If the application is for a UGA expansion, include an analysis and address the County-Wide Planning Policies as separate attachments



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PLANNING AND BUILDING DEPARTMENT

Comprehensive Plan Amendment – Map Supplemental Information

Current Zoning:	Current Comprehensive Plan Land Use Designation:
Parcel Number(s):	Legal Description of Property:
Parent Lot(s)/Parcel Size(s):	
Requested Comprehensive Plan Land Use Designation:	
Irrigation Source: <input type="checkbox"/> SCBID <input type="checkbox"/> FCID <input type="checkbox"/> Private <input type="checkbox"/> None	
Domestic Water Supply: <input type="checkbox"/> On-Site Well <input type="checkbox"/> City Water <input type="checkbox"/> Farm Exempt Well (provide documentation) <input type="checkbox"/> Community Well (Well ID # and location):	
Sewage Disposal: <input type="checkbox"/> On-Site Septic <input type="checkbox"/> City Sewer <input type="checkbox"/> Other (Specify):	
List Existing or Proposed Utility Providers:	
Power:	Cable/Broadband:
Natural Gas	Landline Phone (if applicable):
Sanitary Waste Disposal:	Other (if not listed):
Detailed Description of the Proposed Use/Development Proposal: (attach additional sheets if needed)	
What are the reasons for the requested amendment? (Include substantial information and justification on why the current map designations are not sufficient or appropriate)	
Describe how the subject property is suitable for the proposed designation: (Include information on the availability and location of utilities, roads, water availability, waste disposal, schools, parks, and sheriff/fire protection)	
Include any other information that you feel is necessary or relevant for consideration:	



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

ALL persons with an ownership interest in the property on which the land use action is proposed must sign the application (other than interests exclusively limited to ownership of the parcel's mineral rights).

Use additional pages if necessary.

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.

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

Owner (signature)

Applicant/Representative (signature)

Print Name

Print Name

_____ 20_____
Date signed

_____ 20_____
Date signed



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

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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