Application for Suggested Comprehensive Plan / UDC Amendment

MLA # ____________________________ PROJECT/APPLICANT NAME: ____________________________

For Comprehensive Plan amendments, applications must be completed and submitted to the Department of Community Development by March 1 of the current calendar year in order to be considered during the annual amendment process. Completed applications that are received after March 1 will be placed on the preliminary docket for the following calendar year. Applications for suggested UDC amendments may be considered on a rolling basis. Applications that are incomplete (i.e., that do not include all of the information required below) will be returned to the applicant.

Submittal Requirements

1. A completed Master Permit Application. Representative authorization is required if application is not signed by applicant.

2. A completed and signed State Environmental Policy Act (SEPA) checklist.

3. Any additional information reasonably deemed necessary by the Administrator to evaluate the proposed amendment.

4. Please prepare and label as “Exhibit A,” a description of the proposed Plan/UDC amendment and any associated development proposal(s) if applicable. Applications for projected-related amendments must include plans and information or studies accurately depicting existing and proposed uses and improvements. Applications for such amendments that do not specify proposed uses and potential impacts are assumed to have maximum impact to the environment and public facilities and services.

5. Please provide an explanation of why the amendment is being proposed. (Attach additional sheets, if necessary.)

6. Please prepare and label as “Exhibit B,” proposed amendatory language (i.e., to affected text of both the Comprehensive Plan and UDC) shown in “bill” format, with text to be added indicated with underlining (e.g., underlining), and text to be deleted indicated with strikeouts (e.g., strikeouts).

7. Please prepare and label as "Exhibit C," a thorough explanation of how the proposed amendment, meets, conflicts with, or relates to the following inquiries (NOTE: Simple “yes” or “no” responses are unacceptable.)
   a. Have the circumstances related to the proposed amendment and/or the area in which it is located substantially changed since the adoption of the Jefferson County Comprehensive Plan?
   b. Are the assumptions that form the basis for the Jefferson County Comprehensive Plan no longer valid, or has new information become available that was not considered during the process of adoption of the Jefferson County Comprehensive Plan or any subsequent amendment?
   c. Does the proposed amendment reflect current widely held values of the residents of Jefferson County?

8. The applicant hereby certifies that the statements contained in this application are true and provide an accurate representation of the proposed amendment; and the applicant(s) hereby acknowledges that any approval issued on this application may be revoked if any such statement is found to be false.

APPLICANT’S SIGNATURE ____________________________ DATE ____________________________

1 See JCC Chapter 18.45.