



AMENDMENTS to the *IMAGINE BOTHELL...* COMPREHENSIVE PLAN & DEVELOPMENT REGULATIONS: APPLICATION FORM & CHECKLIST

Apply online at www.MyBuildingPermit.com.

Comp Plan Amendment: Select Application Type: Land Use > Any Project Type > Code or Plan
Amendments and Interpretations > Comprehensive Plan Amendment
Code Amendment: Select Application Type: Land Use > Any Project Type > Code or Plan
Amendments and Interpretations > Code Amendment

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This application submittal and intake checklist identifies the minimum application elements necessary for the City to accept the application for further processing. If all of the required items on the checklist are submitted and accepted by the City by October 31, the request will be placed on the City's docket of requested Comprehensive Plan and development regulations amendments to be considered the following year. Under state law, the City may only amend the Comprehensive Plan once each year (except in cases of emergency, per RCW 36.70A.130), and is only required to update the Plan every seven years pursuant to the Growth Management Act (GMA). The GMA is silent on timing of consideration of amendments to development regulations. As such, docketed Plan amendment requests are not automatically processed and considered by the City Council in the year in which they are received. The one exception is for amendments that are proposed to correct deficiencies identified during project review, which shall be considered annually. Staff in the Community Planning section will keep you apprised of the status of docketed items. A copy of the current docket can be viewed at www.bothellwa.gov.

Comprehensive Plan Amendments/Rezone requests are charged hourly staff time (Planning) rate and billed monthly, per Development Review Billing Form D.

General Requirements per BMC 11.18:

[Bill To Form \(Billing Form D\)](#)

The following information will also be required with this application:

Name, address and telephone number of person, business, agency or other organization suggesting the amendment (an e-mail address is not required, but highly recommended).

Citation of the specific text, map or other illustration suggested to be amended.

The suggested amendment.

If a suggested amendment is to a plan or both a plan and a development regulation, a statement of how the amendment:

1. Promotes the public health, safety and welfare;
2. Is consistent with, or in conflict with, other portions of the Comprehensive Plan or subarea plan, which portions shall be cited by goal, policy and/or action reference number, and by page number; and
3. Complies with the applicable King and/or Snohomish County county-wide planning policies.

If a suggested amendment affects property, a copy of the County Assessors map clearly depicting all properties subject to the requested amendment, the tax parcel or identification number of all subject properties.

If a suggested amendment is only to the development regulations, a statement as to how the amendment complies with the *Imagine Bothell...* Comprehensive Plan.