

City of Connell

Instructions and Application to Amend Connell Comprehensive Plan

In accord with the Washington Growth Management Act, the City's Comprehensive Plan is amenable once a year. This yearly review provides the opportunity for the City to consider the cumulative effects of all the changes in order to render a more comprehensive decision.

Applications may be submitted by the property owner, contract purchaser or their authorized representative. In addition, Comprehensive Plan Amendments may be initiated by the City Council, Planning Commission or City staff.

Applications are to be on forms provided by the City Administrator or City Clerk at City Hall. The submitted application must include the following:

- 1) A completed application;
- 2) An Environmental Checklist with accompanying fee;
- 3) A list of the tax parcel numbers and the names and addresses of all property owners within 300 feet of the exterior boundaries of the property proposed for change and all contiguous property under the same ownership. The list must be obtained from the Franklin County Assessor's office or title company. The Administrator may waive the requirement for the property owner list if the proposed change is not site specific;
- 4) A \$700 filing fee;

Upon receipt of a valid application, the administrator will refer the application to applicable City departments and outside agencies for review and comments. In addition, the Environmental Checklist will be review by the City Administrator who will either make a determination of significance and therefore require preparation of an environmental impact statement (EIS); a determination of non-significance; or, a mitigated determination of non- significance. If an EIS is required, the cost thereof will be provided by Chapter 15, CMC.

When the environmental review process has been completed, the Administrator will set a Planning Commission public hearing date and prepare a public notice for publication in the newspaper, sending to surrounding property owners if applicable, for posting on the property if applicable, and for posting at City Hall. The Planning Commission meets on the first Monday of each month at 5:30 p.m. in the Connell City Hall. Applications must be received at least 90 days prior to the date of the yearly review.

The Planning Commission will receive a staff reports and recommendations and, after a public hearing, will determine if the Comprehensive Plan should be amended. The Planning Commission's actions will be supported by findings. Recommendations for approval will be submitted to the City Council for consideration at a public hearing.

The Council has the authority to approve, deny, or refer the matter to the Commission for further proceedings. If referred to the Commission, the Council will specify a time for a Commission response. Final authority rests with the City Council. Any appeal of the Council's action is to a court of competent jurisdiction.

A denial by the Planning Commission will be final unless the applicant files with the City Administrator an appeal of the Commission's denial to the City Council within 15 days from the Commission's actions. A denied application me be submitted for the next yearly review.

Questions regarding this submittal packet me be addresses to the City Administrator of City Clerk, City of Connell, 104 E. Adams, PO Box 1200, Connell, WA 99326, 509-234-2107.



Application to Amend the Comprehensive Plan

Please return the completed application, supplemental questionnaire, environmental checklist, fee, and any other required information to the City Administrator or City Clerk, City of Connell, 104 E. Adams, PO Box 1200, Connell, WA 99326.

Name of Applicant: _____

Address: _____

Telephone Number: _____ Existing Zoning: _____

Comprehensive Plan Designation: _____

1. What is the requested amendment? (Please be specific) _____

2. If your request involves amending the Land Use Element Map, please give a general location and include a copy of the Land Use Map showing the area to be changed. _____

3. What is the purpose of the proposed amendment? _____

4. How will the proposed amendment benefit the community as a whole? _____

5. Please list all Policies and Goals which are affected by your proposed amendment and how.

6. Please list any studies that will support your request. The City may request copies of these studies. _____

7. Please list and include any other substantiated information felt necessary to adequately show the City that the requested amendment should be made. _____

I, the undersigned, do hereby certify that, to the best of my knowledge, the information on this application and other submitted information is true and correct. In addition, I understand that acceptance of this application and fees do not constitute submittal of a valid application until so informed by the City Administrator.

Applicant's Signature

Signature of Owner or Owner's Representative

Date

To Be Completed By City

Application _____ Environmental Checklist _____ Fee _____ Ownership List _____

Date Received _____ Receipt Number _____