



CITY OF OAK HARBOR
Development Services Department

Oak Harbor Comprehensive Plan

**2017 Amendment Information and Application Form
For Sponsored Private Amendments – Land Use**

This application form is intended for Sponsored Land Use Amendments.

To make the review process efficient and user friendly, the land use amendments are classified into two categories – Major and Minor. The required materials that need to be provided for consideration vary by category. Incomplete or inadequate information may prevent or delay processing of the application. So please use the attached checklist and make sure you have provided all the necessary information.

Minor Amendments do not significantly alter the approved goals, policies and intent of the Land Use element. These amendments make changes to smaller parcels of land within the City and create considerably less impact to the surrounding area. The following criteria determine if the proposed amendment is categorized as a Minor amendment:

- The property is less than 3 acres
- The property is adjacent to land that is similar to the land use proposed
- All utilities with sufficient capacity is available to the property
- The property can be served by the existing transportation system with minor alteration or improvements that can be done by the property owner
- Any potential adverse impacts can be mitigated on property
- Critical areas or other environmentally sensitive areas will not be impacted by the proposed change

Major Amendments are properties that do not meet the above criteria.

✓ **Recommendation: Schedule a meeting with Cac Kamak, Senior Planner to discuss your proposal prior to submitting an application.**



CITY OF OAK HARBOR
Development Services Department

**2017 Comprehensive Plan
 Land Use Amendments Application Form**

APPLICANT NAME/CONTACT PERSON (or legal representative):	Address:
E-mail Address:	Phone and Fax:
PROPERTY OWNER NAME (list multiple owners on a separate sheet):	Address:
E-mail Address:	Phone and Fax:
TYPE OF AMENDMENT	
<input type="checkbox"/> Minor (Use Checklist A for requirements) <input type="checkbox"/> Major (Use Checklist B)	
Existing Zoning:	Parcel Number(s):
Section/Township/Range:	Name/Direction from nearest street intersection:
Existing Land Use Designation:	Proposed Land Use Designation:

FEES

All comprehensive plan applications shall be accompanied by a non-refundable review fee in the amount of \$1,562.00.

APPLICATIONS DUE BY DECEMBER 1, 2016

AUTHORIZATION:

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request.

Authorized Signature

Date

CHECKLIST A

COMPREHENSIVE PLAN MINOR LAND USE AMENDMENT CHECKLIST

Please check off the following items to assure your application is complete.

Applicant	Staff	Requirements
		Letter of intent requesting the amendment signed by the property owner and the party requesting the amendment.
		Legal Descriptions of all the properties included in the request.
		Title report for all the properties that are included in the request
		A map clearly showing location of the property in relation to major streets, section lines and other landmarks. The subject property must be clearly indicated on the map.
		A map showing the existing land use designation of the property and surrounding property. The subject property must be clearly indicated on the map.
		A map showing the existing zoning designation of the property and the surrounding property. The subject property must be clearly indicated on the map.
		Property specifications including approximate dimensions, area, existing structures and other improvements. Provide pictures to support the description.
		Description of existing utilities that serve the property, their approximate location, size and capacity if available. (water, sanitary sewer, storm drain, power etc)
		Description of streets and sidewalks adjacent to the property (approximate width, curbs, ditches, etc). Provide pictures to support description.
		Description of all adjacent uses, their proximity to the subject property, shared easements etc. Provide pictures to support description
		Property owner addresses <u>and</u> actual property addresses of properties located within 300 feet of the subject property. Property owner list can be obtained from Island County.
		Rationale for amendment – justification, benefits, quote goals listed in the land use element of the Comprehensive Plan,

ACKNOWLEDGEMENT:

The undersigned hereby certifies that all the above required information provided is true and accurate. False statements, errors, and/or omissions may be sufficient cause for dismissal of application. The undersigned also acknowledges that the Comprehensive Plan amendment decision is at the will of the City Council and an approval is not guaranteed even with a complete application. Application fees are non-refundable.

Authorized Signature

Date

CHECKLIST B

COMPREHENSIVE PLAN MAJOR LAND USE AMENDMENT CHECKLIST

Please check off the following items to assure your application is complete.

Applicant	Staff	Requirements
		Letter of intent requesting the amendment signed by the property owner and the party requesting the amendment.
		Legal Descriptions of all the properties included in the request.
		Title report for all the properties that are included in the request
		A map clearly showing location of the property in relation to major streets, section lines and other landmarks. The subject property must be clearly indicated on the map.
		A map showing the existing land use designation of the property and surrounding property. The subject property must be clearly indicated on the map.
		A map showing the existing zoning designation of the property and the surrounding property. The subject property must be clearly indicated on the map.
		Property specifications including approximate dimensions, area, existing structures and other improvements. Provide pictures to support the description.
		Description of existing utilities that serve the property, their approximate location, size and capacity if available. (water, sanitary sewer, storm drain, power etc).
		A utility plan/study that clearly illustrates how the utilities will be extended to serve the site. The study must indicate if there is adequate capacity in the existing system.
		Description of streets and sidewalks adjacent to the property (approximate width, curbs, ditches, etc). Provide pictures to support description.
		Traffic and transportation impacts – a general study of traffic impacts of the proposed amendments
		Description of all adjacent uses, their proximity to the subject property, shared easements etc. Provide pictures to support description
		Property owner addresses <u>and actual property addresses</u> of properties located within 300 feet of the subject property. Property owner list can be obtained from the County.
		Rationale for amendment – market analysis describing need for proposed land use, justifications, benefits, quote goals listed in the land use element of the Comprehensive Plan,
		A completed SEPA checklist and identification of any critical areas or environmentally sensitive areas, wildlife, etc.

ACKNOWLEDGEMENT:

The undersigned hereby certifies that all the above required information provided is true and accurate. False statements, errors, and/or omissions may be sufficient cause for dismissal of application. The undersigned also acknowledges that the Comprehensive Plan amendment decision is at the will of the City Council and an approval is not guaranteed even with a complete application. Application fees are non-refundable.

Authorized Signature

Date

2017 COMPREHENSIVE PALM LAND USE AMENDMENT PROCESS AND TIMETABLE

All applications received this year will be placed on a docket along with the mandatory and discretionary amendments. The preliminary docket will then be reviewed by the Planning Commission and the City Council through a public hearing process prior to approval.

Once the City Council has approved the Annual Docket, staff will begin reviewing the items on the approved docket. The amendments will then follow the schedule listed below for final approval.

Information on the amendments will be made available to the public at anytime during the process upon request. August and September are generally the months in which public discussion will be scheduled. The type of public forums will be based on the type of amendments that are being considered. Notification will be provided to the applicant and other impacted parties on all public meetings and discussions.

After general public input and testimony the Planning Commission will hold formal public hearings on the applications to formulate a recommendation to the City Council. The application will then be reviewed by the Governmental Services Committee before the City Council holds a public hearing and makes a decision on the amendments.

SCHEDULE

<u>December 1, 2016:</u>	Deadline for submittal of application.
<u>December 2016/January 2017:</u>	Planning Commission review of preliminary docket.
<u>2017 February/March:</u>	City Council review of preliminary docket
<u>2017 June/July/August:</u>	Public notice, public input, public hearing, or workshops/open houses on specific items.
<u>2017 October:</u>	Public Hearing on the year's amendments before the Planning Commission.
<u>2017 October /November:</u>	City Council workshop.
<u>2017 December:</u>	City Council meeting and decision.