



Final Comprehensive Plan Amendment Checklist

In order to submit a Final Comprehensive Plan Amendment application, the preliminary Comprehensive Plan Amendment application must have been approved by the City Council through the screening process and advanced to the final docket for detailed review and further consideration. Final Comprehensive Plan Amendments that have not been approved by City Council for further consideration will be rejected.

The following information needs to be gathered prior to applying for a final Comprehensive Plan Amendment:

1. Applicant information – name and contact information (address, phone number, email).
2. Property information, if site specific – parcel number(s), address(es), legal description(s). ***If the proposal is for City Wide – use address – 3 CITYWIDE, CPA***
3. Authorized Representative information – name and contact information (address, phone number, email).
4. Type of proposed amendments: Comprehensive Plan Text Amendment, Comprehensive Plan Map Amendment, Development Code (Zoning) Text Amendment, Zoning Map Amendment (Rezone).
5. If any map amendments are proposed, list which map(s) by map title and describe the purpose.
6. If a Comprehensive Plan Future Land Use Map or Zoning Map amendment is proposed, describe the proposed amendment that includes current designation, proposed designation, and acreage of properties involved.
7. If site specific: Copies of the following maps, with the proposed property indicated: Future Land Use Map, Zoning Map, any other maps related to the proposed amendment.

The following documents meeting the Document Submission Standards (see Portal under Helpful Handouts – PDF Document Submission Standards) will need to be uploaded after the application has been submitted:

1. Proposal Description, including size of property involved. If the proposal is site specific rather than an amendment that would apply citywide, the information must include current zoning, shoreline designation (if applicable), the presence of any critical areas or historic sites or structures on site, current water and sewer sources, and access to the site.
2. A statement regarding what issue is addressed or problem solved by the proposed amendment.
3. If a text amendment is proposed, describe the proposed Comprehensive Plan amendment and provide any specific proposed wording in “bill format”, which includes proposed new text underlined and text proposed to be deleted shown in ~~strike through~~. Please be as specific as possible regarding any text to be deleted, added, etc.

4. A statement regarding any development code amendment that you believe might be appropriate to implement the proposed Comprehensive Plan amendment.
5. A statement regarding any other City of Olympia plans (e.g., water, sewer, transportation) affected by, or needing amending, to implement the proposed amendment.
6. Responses to the following questions:
 - A. How is the proposed zoning consistent with the Comprehensive Plan including the Plan’s Future Land Use map as described in OMC 18.59.055? If not consistent, what concurrent amendment of the Plan has been proposed, if any?
 - B. How would the proposed change in zoning maintain the public health, safety and welfare?
 - C. How is the proposed zoning consistent with other development regulations that implement the Comprehensive Plan?
 - D. How will the change in zoning result in a district that is compatible with adjoining zoning districts?
 - E. Please describe whether public facilities and services existing and planned for the area are now adequate, or likely to be available, to serve potential development allowed by the proposed zone.

If the proposal also includes a **Rezone or Code Text Amendment** include:

1. Specific text amendments proposed in “bill-format.” See example below.
4. A statement justifying or explaining reasons for the amendment or rezone.
5. Reproducible maps to include a vicinity map with highlighted area to be rezoned and any nearby city limits, and a map showing physical features of the site such as lakes, ravines, streams, flood plains, railroad lines, public roads, and commercial agriculture lands.
7. A map of the existing site.
8. A typed and certified list, prepared by a title company, of all property owners of record within 300 feet of the proposed rezone. Certification may be done on a cover sheet included with the list. The certification should include, at minimum: 1) the name of the title company, 2) the date the mailing list was prepared, 3) the name and signature of the person who prepared it, 4) the total number of records, and 5) a map showing the properties of the property data obtained. Submit the list in Excel worksheet format. The list shall include the following for each property: 1) Property owner’s complete mailing address; 2) Property complete mailing address (Situs Address); 3) Tax parcel number(s) for each property.
9. A copy of the Assessor’s Map showing specific parcels proposed for rezone and the immediate vicinity.

Sample of Bill Formatting

1. Fence height is measured to the top of the fence, excluding posts. Point of ground measurement shall be the high point of the adjacent final grade. ~~the average grade five (5) feet on either side of the fence.~~
2. Fences, walls, and hedges are permitted within all yard areas provided that regardless of yard requirements, no closed gate, garage door, bollard or other feature shall obstruct a driveway or other motor vehicle private ingress within twenty (2) feet of a street right-of-way nor they do not obstruct automobile views exiting driveways and alleys (see clear vision triangle). This 20-foot requirement is not applicable within the downtown exempt parking area as illustrated at Figure 38-2. Additional exceptions may be granted in accordance with OMC 18.38.220(A)(2).

3. ~~Solid fences or walls higher than two (2) feet within the front yard area are prohibited; this does not include hedges.~~ Front yard fences, of common areas, such as tree, open space, park, and stormwater tracts, must be a minimum of ~~fifty (50)~~ twenty-five (25) percent unobstructed, i.e., must provide for visibility through the fence. ~~See Figure 40-2.~~