



Preliminary Comprehensive Plan Amendment Checklist

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

1. Applicant information – name and contact information (address, phone number, email).
2. Property information – parcel number(s), address(es), legal description(s). *If the proposal is for City Wide – when applying online 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 associated map amendments are proposed, please list which map(s) 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. 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 handout for information) 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 ~~strikethrough~~. 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.

