



REZONE APPLICATION CHECKLIST

Prior to submitting this application, you will need to confirm from Community Planning and Development planning staff that it does not require an amendment to the Comprehensive Plan Future Map. Contact 360.753.8314 or cpdinfo@ci.olympia.wa.us

Also note, although applications may be submitted at any time, site specific rezone requests are only reviewed twice each year, beginning on April 1st and October 1st.

The following information will need to be gathered prior to applying:

1. Applicant Information-name and contact information (phone and email).
2. Site Information including all property addresses and all assessor's tax parcel numbers of all parcels involved.
3. What is the current zoning designation of the site(s)?
4. What is the proposed zoning designation of the site(s)?

The following documents meeting the Document Submission Standards (see PDF Document Submission Standards) will need to be uploaded *after* the application has been submitted:

Statement Document: Provide a statement that explains the reasons for the rezone and answer the following questions:

1. 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?
2. How would the proposed change in zoning maintain the public health, safety and welfare?
3. How is the proposed zoning consistent with other development regulations that implement the Comprehensive Plan?
4. How will the change in zoning result in a district that is compatible with adjoining zoning districts?
5. 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.

Maps: Provide a map of all the properties involved in the rezone that shows the boundaries of each parcel. Show all existing development (if applicable) and areas of any known critical areas (Landslide hazards, wetland, pond, lakes, shorelines. Also prepare a vicinity, Future Land Use Maps showing current zoning and proposed zoning, other maps related to the proposal.

Property Owner Rezone list: Provide a list of all the property owner names, addresses, zip codes, telephone numbers and email addresses of all persons who have a real or possessory interest in the properties to be rezoned.

An Environmental Checklist (SEPA): Fill out the most up to date Environmental Checklist available on the Department of Ecology's website. It is encouraged that you utilize the "help" features on the form that will provide guidance to responding to the questions.

Certified Property Owner List: This project will require a list of property owners to be submitted that is prepared by a title company. (see below for more information).

- Before ordering a property owner list from a title company, please request from a Planner from Community Planning & Development Department a map of the properties to be included. Generally, this will include properties within 300 feet of the project site and additional properties as needed based on the project's boundaries
- The list of property owners shall be certified by a title company. 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.
- The list provided shall be 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

PLEASE NOTE: Applicants are required to post the project site with a public notice sign provided by the City within seven days of this application being deemed complete. The project Planner will contact you when available.