



TEXT AMENDMENT 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. Contact 360.753.8314 or cpdinfo@ci.olympia.wa.us

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 code section(s) being amended?

The following documents meeting the Document Submission Standards (see handout 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 text amendment.

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- In most cases a certified property owner list will not be required. Verify with a Planner with Community Planning & Development prior to submitting an application as to whether your proposal will require one or not.

Specific Text Amendment in Bill-format": Provide a document showing in "bill format" of the code section(s) proposing to be amended. Make sure to include the code reference(s) being amended. See example below.

Sample of Bill Formatting

18.40.060

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.~~