

# Comprehensive Plan Amendment Application

Permit #

*Staff use*

<b>Project:</b>		
<b>Owner of Record:</b>		
<b>Property Owner Mailing Address:</b>		
<b>Property Owner Phone:</b>		<b>Email:</b>
<b>Property Address:</b>		
<b>Tax Parcel No:</b>		
<b>Legal Description:</b>		

<b>Owner's Authorized Agent:</b>		
<b>Authorized Agent Address:</b>		
<b>Authorized Agent Phone:</b>		<b>Email:</b>

## PERMIT APPLICATION FEES

Fees must be paid at time of application

Amendment Application Fee	\$ 3,000
Land Use Public Notice Signage Fee	\$ 200
Additional Signage Fee - ----- \$25/ea.	
SEPA – <i>Separate application &amp; fee required</i>	-----
<b>SUBTOTAL</b>	
Technology Fee ----- 5% of Total	
<b>TOTAL FEES</b>	

The applicant may be responsible for additional fees  
related to engineering and legal expenses

*Date Stamp**Staff use**Paid Stamp*

**Please provide the requested information:***(Attach additional sheets if necessary)*

<b>Are you requesting an amendment to the text or the Future Land Use Map of the Comprehensive Plan?</b>	

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<b>Describe the nature of the Comprehensive Plan amendment request. What is proposed? What is the extent of the Comprehensive Plan amendment request? Indicate as much specific information as possible.</b>	

<b>What is the proposal's intended outcome?</b>	

<b>If requesting an amendment to the Future Land Use Map, what is the current use of the site? Describe the surrounding areas (undeveloped, residential, commercial)</b>	

<b>If requesting an amendment to the Future Land Use Map, what are the future plans for development of the property? What additional permits or approvals will be needed to implement any development plans?</b>	

The applicant must provide the following submittal requirements.

**It is important to note: It is the responsibility of the applicant to prove that all criteria are met in order for the Planning Commission to recommend approval of the application.**

A. All amendments to the Comprehensive Plan will be evaluated using the following criteria. Explain how your application is consistent, conflicts with, or relates to these criteria. **Applications must include a thorough response to the following criteria:**

1. The proposed amendment is supported by or consistent with the goals, policies and objectives of the various elements of the Comprehensive Plan
2. Circumstances related to the proposed amendment and/or the area in which it is located have changed sufficiently since the adoption of the Comprehensive Plan.
3. The assumptions upon which the Comprehensive Plan is based are no longer valid, or new information is available which was not considered since the adoption of the Comprehensive Plan
4. The proposed amendment promotes a more desirable community as a whole
5. The proposed amendment would not cause adverse impacts to public services or facilities; or if applicable, other properties in the vicinity, unless they are reasonably mitigated
6. The proposed amendment reflects an applicable change in the community's vision
7. The proposed amendment would not create a pressure to change the land use designation of other properties, unless the change of land use designation for other properties is in the best long-term interests of the community in general
8. The proposed amendment is consistent with legal requirements, such as the Growth Management Act

B. If requesting an amendment to the Future Land Use Map, a site-plan that is accurate, legible and drawn to scale (a recent survey may be required) that provides the following:

- The existing dimensions and lot size, proposed dimensions and lot size
- Identify adjacent streets, existing and proposed access.
- Identify existing and proposed structures and distances to property lines.
- Location of proposed alterations or improvements.
- Location of any sensitive areas on or near the site.
- Location of any open space or preservation areas.
- Location of any significant trees (6" diameter or greater)
- If possible, locate drainage channels, sewer and water lines.
- Identify existing and proposed easements.
- Elevation plans, if applicable.

**Release / Hold Harmless Agreement**

I, the undersigned, his/her heirs and assigns, in consideration for City processing the application agrees to release, indemnify, defend and hold the City of Lake Forest Park harmless from any and all damages and/or claims for damages, including reasonable attorney's fees, arising from any action or inaction as based in whole or in part upon false, misleading or incomplete information furnished by the applicant, his agents or employees.

The undersigned acknowledges that this application is for a permit from the City of Lake Forest Park; that any permit issued by the City as a result of this application establishes only that the applicant's project complies with City ordinances and regulations; and that other State and Federal laws and regulations, particularly the Endangered Species Act, U.S.C. 16.31, et. seq., may apply to this project. The undersigned further acknowledges and accepts responsibility for complying with such other laws and regulations and agrees to release the City of Lake Forest Park, indemnify and defend it from any claim, damages, injuries, or judgments, including reasonable attorney's fees, arising from or related to violations of such other laws or regulations.

**Qualified Professional Requirements**

For each section of this application that was required to be prepared by a professional, please include a Statement of Qualification along with this application.

**Permission to Enter Subject Property**

I, the undersigned, grant his/her or its permission for public officials and staff of the City of Lake Forest Park to enter the subject property for the purpose of inspection and posting attendant to this application.

**Date:** \_\_\_\_\_

**Signature of Applicant, Owner, or Representative:** \_\_\_\_\_

**Questions?**

For more information, please contact the Planning Department

[aplanner@cityoflfp.com](mailto:aplanner@cityoflfp.com)

206-957-2837

**Access to Information**

Electronic versions of all forms, permits, applications, and codes  
are available on the Lake Forest Park website:

<http://www.cityoflfp.com/>

Paper copies of all of the above are available at City Hall:  
17425 Ballinger Way Northeast, Lake Forest Park, WA 98155