INSTRUCTIONS TO AMENDMENT THE COMPREHENSIVE PLAN
COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF COLLEGE PLACE
625 S College Ave, College Place, WA 99324
Phone 509-525-0510  FAX 509-526-4094
www.ci.college-place.wa.us

In accord with the Washington State Growth Management Act, the City's Comprehensive Plan is amendable once a year. This yearly review provides the opportunity for the City to consider the cumulative effects of all the changes in order to render a more comprehensive decision. Applications may be submitted by the property owner, contract purchaser or their authorized representative. In addition, Comprehensive Plan Amendments may be initiated by the City Council, Planning Commission or City Staff.

Applications forms are provided by the Zoning Administrator. The submitted application must include the following:

1. A completed application;

2. A completed SEPA Checklist with a fee of $250.00, payable to the City of College Place;

3. A list of the tax parcel numbers and the names and addresses of all property owners within 300 feet of the exterior boundaries of the property proposed for change and all contiguous property under the same ownership. The list must be obtained from the Walla Walla County Assessor's office or a title company. The Administrator may waive the requirement for the property owner list if the proposed change is not site specific; and,

4. Application fee of $1000.00 for a Land Use Change, payable to the City of College Place. Application fee of $2000.00 for an Urban Growth Area Amendment, payable to the City of College Place, plus any County associated application costs.

Upon receipt of a valid application, the Administrator will refer the application to applicable City departments and outside agencies for review and comment. In addition, the Environmental Checklist will be reviewed by the Environmental Review Committee who will both make a determination of significance and therefore require preparation of an environmental impact statement (EIS); a determination of non-significance; or, a mitigated determination of nonsignificance. If an EIS is required, the cost thereof will be as provided by Chapter 15, CMC.

When the environmental review process has been completed, the Administrator will set a Planning Commission public hearing date and prepare a public hearing notice for publication in the newspaper, sending to surrounding property owners if applicable, for posting on the property if applicable, and for posting at City Hall. The Planning Commission meets on the third Tuesday of each month at 7:00 p.m. in the College Place City Hall. Applications must be received at least 90 days prior to the date of the yearly review.

The Planning Commission will receive a staff report and recommendation and, after a public hearing, will determine if the Comprehensive Plan should be amended. The Planning Commission's action will be supported by findings. Recommendations for approval will be submitted to the City Council for consideration at a public hearing.

The Council has the authority to approve, deny or refer the matter to the Commission for further proceedings. If referred to the Commission, the Council will specify a time for a Commission response. Final authority rests with the City Council. Any appeal of the Council's action is to a court of competent
jurisdiction.

A denial by the Planning Commission will be final. Recommendations of the Planning Commission may be appealed by applicants or parties of record from the Planning Commission hearing to the City Council. Appeals must be filed within fourteen days of the date of the Commission’s denial.

If the Comprehensive Plan Amendment involves an expansion of the Urban Growth Area (UGA) the amendment must be forwarded to the County Planning Commission and County Commissioners. Final authority for UGA expansions rests with the County of Walla Walla.

Questions regarding this submittal packet may be addressed to the zoning administrator, City Annex, 625 S. College Avenue, College Place, WA 99324, 509-525-0510.
COMPREHENSIVE PLAN AMENDMENT APPLICATION
COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF COLLEGE PLACE
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Please return the completed application, supplemental questionnaire, environmental checklist, fee and any other required information to the zoning administrator, City Annex, 625 S. College Avenue, College Place, WA 99324, 509-525-0510.

NAME OF APPLICANT: ____________________________________________________________

ADDRESS: ______________________________________________________________________

LOCATION OF REQUEST: ______________________________________________________________________

TELEPHONE NUMBER: _______________ EXISTING ZONING: _______________________________

COMPREHENSIVE PLAN DESIGNATION: ______________________________________________________________________

1. What is the requested amendment? (Please be specific)

2. If your request involves amending the Land Use Element Map, please give a general location and include a copy of the Land Use Map showing the area to be changed.

3. What is the purpose of the proposed amendment?

4. How will the proposed amendment benefit the community as a whole?

5. Please list all Policies and Goals which are affected by your proposed amendment, and how.
6. Please list any studies that will support your request. The City may request copies of these studies.

7. Please list and include any other substantiated information felt necessary to adequately show the City that the requested amendment should be made.

The following must be submitted with this completed form in order for the application to be complete:

☐ Land Use Change - Application fee of $1000.00, payable to the City of College Place.
☐ Urban Growth Area Amendment – Application fee of $2000.00, payable to the City of College Place.
☐ A completed SEPA Checklist with a fee of $250.00, payable to City of College Place.
☐ Title report.
☐ Map of the subject property obtained from the Walla Walla County Assessors office.

I, the undersigned, do hereby certify that, to the best of my knowledge, the information on this application and other submitted information is true and correct. In addition, I understand that acceptance of this application and fees do not constitute submittal of a valid application until so informed by the City Administrator.

Applicant’s Signature ____________________________________________ Date ______________________

☐ Owner  ☐ Other