



# APPLICATION FOR COMPREHENSIVE PLAN AMEUREMENT OR DEVELOPMENT REGULATION CHANGE

Community Development Department  
321 South Balsam – P.O. Box 1579  
Moses Lake, WA 98837  
Tel: 509-764-3750  
Permit # \_\_\_\_\_

DATE STAMP HERE & INITIAL BY

## PLANNING DEPARTMENT CONTACTS

Kris Robbins, CD Director [krobbins@cityofml.com](mailto:krobbins@cityofml.com)  
RJ Lott, Planning Manager [rlott@cityofml.com](mailto:rlott@cityofml.com)  
Planning Office Main Number: 509-764-3750

## AUTHORIZED REPRESENTATIVE

(if applicable)

Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
Phone#: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
original signature required

## FEE SCHEDULE

### Check Box(s):

|   |         |
|---|---------|
| <input type="checkbox"/> <i>Comprehensive Plan Text Amendment</i>     | \$800   |
| <input type="checkbox"/> <i>Comprehensive Plan Map Amendment</i>      | \$1,000 |
| <input type="checkbox"/> <i>Development Regulation Text Amendment</i> | \$200   |

## APPLICANT

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
Phone#: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
original signature required

## PROPERTY OWNER(S)

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Signature: \_\_\_\_\_

\*Attach additional sheet(s) if needed

## PROPERTY INFORMATION

Site Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
Property Description: \_\_\_\_\_  
(subdivision, lot, and block; or attach legal description and map)  
Area of Each Parcel: \_\_\_\_\_ Land Use Designation: \_\_\_\_\_  
(current)  
Proposed: \_\_\_\_\_

# COMPREHENSIVE PLAN AMENDMENT PETITION

**Amendment Information:** *The merits of a proposed amendment shall be measured against the petition submittal requirements listed below to ensure consistency in the review and decision-making. Please provide the following information (attach additional pages if necessary):*

**1. Provide a detailed statement of what is proposed to be changed and why -**

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**2. Provide a statement of anticipated impacts to be caused by the change, including geographic area affected and issues presented -**

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**3. Provide a demonstration of why an existing comprehensive plan goal, policy, or recommendation should be continued to be in effect or why an existing goal, policy, or recommendation no longer applies -**

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**4. Provide a statement of how the amendment complies with the comprehensive plan's community vision statement, goals, objectives, and policy directives -**

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# COMPREHENSIVE PLAN AMENDMENT PETITION FORM

**5. Provide a statement of how facility plans and capital improvement plans support the change -**

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**6. Provide a statement of how the change affects land use regulations (i.e., Zoning, subdivision, etc.) and the necessary text changes to bring the land use regulations into compliance with the plan -**

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**7. Provide a demonstration of public review of the recommended change -**

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**8. Provide a detailed statement describing how the map amendment complies with the comprehensive plan land use element (use for map amendment only) –**

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**ANNUAL DEADLINE – MARCH 31<sup>ST</sup>**

City Staff recommends a Pre-Application Meeting prior to submittal, in order to provide you information and guidance in the application process.

## COMPREHENSIVE PLAN OR DEVELOPMENT REGULATION AMENDMENT CHECKLIST

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### TO BE SUBMITTED WITH APPLICATION

#### ANNUAL DEADLINE – MARCH 31<sup>ST</sup>

City Staff recommends a Pre-Application Meeting prior to submittal, in order to provide you information and guidance in the application process.

- Application Form** – Provide one (1) completed application form with original signature(s). Plan Fee: \$1,000, Text Fee: \$800 per MLMC 19.55.030.F - any other Non-City fees will be the responsibility of the applicant.
  
- SEPA Checklist** – Provide one (1) completed copy with original signature(s) and dated. Fee: \$250 per MLMC 3.54.010.5.A
  
- Written Statement** – Provide a detailed description of the proposed amendment –
  1. Use text, map, table(s), or other components to be amended.
  2. Describe in detail the proposed amendment. A map or drawing (Drafted to common scale) may be included.
  3. If proposal is both plan and development regulation amendments, describe how the amendments will -
    - a. Promote public health, safety and welfare, etc.
    - b. Be consistent or inconsistent with, or conflict with other Portions of the Comprehensive Plan.
    - c. Comply with Chapter 36.70A of the Revised Code of Washington regarding planning in selected counties and cities and
    - d. Comply with the countywide planning policies (entitled) Final Adopted Policies of the Grant County Planned Growth Management Act. (amended March 27, 2002)
  4. Fill out the Comprehensive Plan Amendment Petition (see attached)
  
- Total Fees** – Make checks payable to the City of Moses Lake. Credit Card accepted (except for American Express)
  
- Make Application** – Submit completed application at the Community Development Department, located at 321 S. Balsam Street - P.O. Box 1579