



INFORMATION FOR Comprehensive Plan Amendments ECDC 20.00

PERMITTING & DEVELOPMENT
PLANNING
DIVISION
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As required by the State Growth Management Act, the City may only amend its Comprehensive Plan once per year. As a result, the Planning Division processes all citizen and City-initiated requests together.

This summary outlines the procedure for requesting an amendment to the text or land use map of the Edmonds Comprehensive Plan. All amendments to the Comprehensive Plan are Type V actions subject to review by the Planning Board, with final approval by the City Council. The regulations for amending the Comprehensive Plan are provided within Edmonds Community Development Code (ECDC) Chapter 20.00.

Applications must be submitted no later than December 31st in order to be reviewed the following year. If December 31st falls on a holiday or weekend, an application may be submitted the next City business day.

APPLICATION PROCEDURE

All applications are submitted through the MyBuildingPermit.com portal and must include the following:

1. Fee: See Fee Sheet (Type V Permit).
2. Completed and signed Environmental Checklist with applicable review fee (see Fee Sheet).
3. A description of the proposal, including any relevant background material and the specific reasons for making the proposal. The description should also explain how the proposal meets the "Required Findings" (see below).

4. A description of:
 - a. How the proposal is consistent with the applicable provisions of the Comprehensive Plan;
 - b. How the proposal bears a substantial relation to public health, safety and welfare; and
 - c. How the proposal is in the best interest of the City.
5. For amendments to the Comprehensive Plan map:
 - a. Vicinity map showing the subject property/properties and all property within 400 feet of any boundary of the subject property/properties. The map must include a north arrow, street names of those streets adjoining and near the site, and any additional information that may be useful.

PUBLIC HEARING AND REVIEW PROCESS

The Planning Board will consider the proposal at a public hearing. After their review, the Planning Board will forward their recommendation to the City Council for a final decision.

Applicants will be able to present their case for approval during the Planning Board and City Council public hearing process. Applicants should be prepared to address all of the decision criteria during their presentation, explaining why their application should be approved (see Required Findings, below).

REQUIRED FINDINGS

Pursuant to ECDC 20.00.050, an amendment to the Comprehensive Plan may be adopted only if the following findings are made:

1. The proposed amendment is consistent with the provisions of the Edmonds Comprehensive Plan and is in the public interest;
2. The proposed amendment would not be detrimental to the public interest, health, safety or welfare of the city;
3. The proposed amendment would maintain the appropriate balance of land uses within the city; and
4. In the case of an amendment to the Comprehensive Plan map, the subject parcels are physically suitable for the requested land use designation(s) and the anticipated land use development(s), including, but not limited to, access, provision of utilities, compatibility with adjoining land uses and absence of physical constraints.

Note: This information should not be used as a substitute for City codes and regulations. The Edmonds Community Development Code (ECDC) may be viewed at www.edmondswa.gov. The applicant is responsible for ensuring compliance with the fees and regulations that are applicable at the time of submittal. If you have a specific question about a certain aspect of your project, please contact the Planning Division at 121 Fifth Avenue North, (425) 771-0220. Please note that other local, state, and/or federal permits or approvals may be required.