



**CHELAN COUNTY  
INFORMATION MATERIALS FOR A  
COMPREHENSIVE PLAN LAND USE MAP AMENDMENT  
APPLICATION**

This packet is designed to assist you in preparing your application for a Comprehensive Plan land use map amendment. Applications may be submitted to the Chelan County Department of Community Development, 316 Washington St., Suite 301 Wenatchee, WA 98801 between 8 a.m. and 5 p.m. Monday through Friday, except holidays.

**Contact the Planning Department** to determine comprehensive plan designation. Please provide the following information at the time of submittal. If any of this information is not provided we will be unable to process your application.

- A completed application form**
- Applicable non-refundable fees**
- Assessor's Parcel Map**
- Vicinity map that identifies the boundaries of subject property and all properties with in a one-mile radius. Please submit your map on 11" x 17" or 8 1/2" x 11" paper.**
- A complete Environmental Checklist signed and dated by the applicant or designated agent and application fee.**
- Maps clearly showing the existing and proposed designation amendments including all parcels and any urban growth boundary the affected by the proposal.**
- Agent authorization form (If an agent is representing the property owner)**

**NOTE: APPLICATION FEES ARE NON-REFUNDABLE. THERE ARE NO GUARANTEES THAT YOUR COMPREHENSIVE PLAN AMENDMENT WILL BE APPROVED.**

After the application is accepted there is a twenty-eight (28) day period where a determination of completeness will be issued. If the application is located within an urban growth area, the application will be forwarded to the City for processing. The City will return the processed application to the Community Development Department for final approval.

Once the determination is made the application will be docketed for a July-August sixty-day review to the required state agencies.

Following the sixty-day review a public hearing will be held with the Planning Commission between August to October for consideration of amendments to the Comprehensive Plan. The Planning Commission will provide a recommendation to the Board of County Commissioners.

The Board of Commissioners will hold a public meeting in December to consider adoption of the {Planning Commission’s recommendations for amendments to the Comprehensive Plan. The final adoption of an amendment should be completed by the end of December.

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Any questions regarding this process should be directed to the Chelan County Department of Community Development, (509) 667-6225. Our office hours are 8 a.m. to 5 p.m. Monday through Friday except holidays.

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**JURISDICTIONS TO BE CONTACTED**

**Chelan County Department of Community Development**  
**316 Washington St., Suite 301 Wenatchee, WA 98801**  
**(509) 667-6225**

**Chelan County Public Works**  
**316 Washington St., Suite 401 Wenatchee, WA 98801**  
**(509) 667-6415**

**Chelan County Assessor**  
**350 Orondo St., Wenatchee, WA 98801**  
**(509) 667-6365**

FOR DEPARTMENTAL USE ONLY

	Date Stamp:
Date Received: _____	
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**CHELAN COUNTY**  
**COMPREHENSIVE PLAN LAND USE MAP AMENDMENT (Rev. 8-13-04)**

**SECTION I: APPLICANT INFORMATION**

**APPLICATION REQUIREMENTS FOR COMPREHENSIVE PLAN MAP AMENDMENT**

Applications for amendments to the Chelan County Comprehensive Plan or County adopted City plans, must be submitted in writing to the Director of the Chelan County Department of Community Development by the **first business calendar day of March by 5:00 PM**. Amendment requests submitted after said date shall be processed during the next calendar year's amendment process. RCW 36.70A, the Growth Management Act requires that the County process Comprehensive Plan amendments no more than once a year. Applications must contain the information noted below. It may be necessary for the applicant to attach an additional page(s) to adequately address a question(s):

1. **Applicant:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_  
 City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
2. **Agent:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_  
 City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
3. **Contact Person:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_  
 City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
4. **Owner:** \_\_\_\_\_ Bus. Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
5. **Owner:** \_\_\_\_\_ Bus. Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**SECTION II: PARCEL/SITE INFORMATION**

1. Current Comprehensive Plan Designation: (attach map) \_\_\_\_\_
2. Proposed Comprehensive Plan Designation: (attach map) \_\_\_\_\_
3. Site Address: \_\_\_\_\_
4. Please give detailed driving directions to the site: \_\_\_\_\_  
\_\_\_\_\_
5. Assessor's Parcel Number(s): \_\_\_\_\_ Parcel Size \_\_\_\_\_  
Related Parcels: \_\_\_\_\_
6. Location: Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_
7. Legal Description for all parcels involved. (Attach legal description unless lot and block and a copy of the Assessor's Parcel Map. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Are you located in an Urban Growth Area? \_\_\_\_\_
9. Identify the School District in which the property is located: \_\_\_\_\_
10. Identify the Fire District in which the property is located: \_\_\_\_\_
11. Identify the Irrigation District within the site is located: \_\_\_\_\_
12. Identify the water purveyor source. \_\_\_\_\_
13. What is the current use of the site? \_\_\_\_\_
14. Please describe adjacent land uses in all directions around the subject property:  
North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

15. Name of the road(s) the property fronts on: \_\_\_\_\_  
(contact the Public Works department if you have any questions)

Identify type of Road:

- |              |                          |                       |                          |                  |                          |
|--------------|--------------------------|-----------------------|--------------------------|------------------|--------------------------|
| County Road  | <input type="checkbox"/> | Primitive County Road | <input type="checkbox"/> | Access Easement  | <input type="checkbox"/> |
| Driveway     | <input type="checkbox"/> | Forest Service Road   | <input type="checkbox"/> | State/US Highway | <input type="checkbox"/> |
| Private Road | <input type="checkbox"/> |                       |                          |                  |                          |

Width of existing road surface: \_\_\_\_\_

Type of existing road surface: Paved/two shot  Asphalt  Gravel  Dirt

**SECTION III: LAND USE MAP DESIGNATION AMENDMENT QUESTIONS**

**THE FOLLOWING QUESTIONS MUST BE ANSWERED FOR LAND USE MAP DESIGNATION AMENDMENT APPLICATIONS.**

1. A detailed statement of what is proposed to be changed and why. Identify the specific Comprehensive Plan Land Use designation map that would be amended.
  
2. Explain how the proposed amendment is consistent with the goals of the Washington State Growth Management Act (RCW 36.70A as amended) and any applicable County-Wide Planning Policies
  
3. A statement of how the proposed map amendment complies with or supports the Comprehensive Plan’s goals and policies.
  
4. A detailed statement on how the map amendment complies with Comprehensive Plan land use designation/siting criteria.

5. A detailed statement of how the amendment is consistent with and supported by the Capital Facilities Element and the Transportation Element of the Comprehensive Plan, or if not what changes to these elements would be required and why they should be made.
  
6. For land use map designations amendments, identify the land uses surrounding the affected property and describe how the proposed change would affect the surrounding land uses. Explain why the proposed amendment is more appropriate than the existing land use designation.
  
7. Will the proposed map amendment affect lands designated as resource lands of long term commercial significance and/or critical areas? If so, how will the proposed amendment impact these areas?
  
8. Explain how the proposed amendment would affect the supply of land that is available for various purposes to accommodate projected growth over the twenty-year planning period covered by the Comprehensive Plan.
  
9. Explain how the proposed change would serve the interests of not only the applicant but also the public as a whole, including health safety or welfare.
  
10. A detailed statement describing how any proposed Urban Growth Boundary changes:
  - a. are contiguous with an existing Urban Growth Boundary: \_\_\_\_\_  
\_\_\_\_\_ ; and
  - b. include area characterized by urban growth: \_\_\_\_\_  
\_\_\_\_\_ ; and
  - c. would be served by available or planned for urban governmental services: \_\_\_\_\_  
\_\_\_\_\_ ; and

- d. would be compatible with designated natural resource lands and the protection of designated critical areas: \_\_\_\_\_; and
- e. is necessary to permit the urban growth that is forecast to occur in the twenty-year time frame covered by the Comprehensive Plan: \_\_\_\_\_; or
- f. is necessary to protect public health, safety or welfare: \_\_\_\_\_.

**SECTION IV: LAND USE MAP DESIGNATION AMENDMENT CRITERIA**

1. General review criteria:

Proposed amendments to the Chelan County Comprehensive Plan and County adopted City Plans must meet the following criteria:

- A. The proposal is consistent with the goals of the Growth Management Act, (RCW 36.70A), and any applicable County Wide Planning Policies; and
- B. The amendment is consistent with or supports the Chelan County Comprehensive Plan goals and policies; and
- C. The amendment complies with Comprehensive Plan land use designation/siting criteria; and
- D. The amendment is supported by and consistent with the Capital Facility Element and the Transportation Element. Amendments that would alter existing provisions of the Capital Facilities or Transportation Elements shall demonstrate why existing provisions should not continue to be in effect or why existing provisions should be amended; and
- E. The amendment does not adversely affect the surrounding land uses; and
- F. The amendment does not adversely affect lands designated as resource lands of long-term commercial significance or designated critical areas in ways that cannot be mitigated; and
- G. The amendment does not adversely affect the supply of land for various purposes which is available to accommodate projected growth over the 20 year planning period covered by the comprehensive plan; and
- H. The proposed amendment serves the interests of both the applicant and the general public including public health, safety, or welfare.

2. Urban Growth Area amendments

In addition to the criteria stated previously, proposed Urban Growth Area boundary amendments must also meet all of the following criteria:

- A. The area designated for the expansion of any urban growth area shall be contiguous to an existing urban growth boundary; and
- B. Urban Growth Areas shall contain areas characterized by urban growth; and
- C. Urban Growth Areas shall be served by or planned to be served by urban governmental services; and

- D. Urban Growth Areas shall be designated so as to be compatible with designated natural resource lands and the protection of designated critical areas; and
- E. Expansion or amendment of an urban growth area should also meet one of the following two criteria:
  - 1) There is insufficient land within the existing Urban Growth Area to permit the urban growth that is forecast to occur in the twenty (20) year time frame covered by the Comprehensive Plan; or
  - 2) There can be shown an overriding public interest which shall clearly demonstrate: that the amendment of the urban growth area is necessary to protect the public health, safety and welfare; and that said amendment shall further the goals and policies of the comprehensive plan and the Growth Management Act.

**SECTION V: SIGNATURE**

I hereby certify that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

Applicant Name: \_\_\_\_\_ Parcel # \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If person other than property owner is the applicant, an agent authorization form must be signed, and notarized)

This application shall be subject to all additions to and changes in the laws, regulations, and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to CCC 14.08.030, except variance, planned development, and rezone requests.

