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COMPREHENSIVE PLAN AMENDMENT APPLICATION

Completed applications, including required fees, must be submitted on or by April 15th for consideration with that calendar year. The application fees are non-refundable and there is no guarantee that your request for amendment will be approved. Each Comprehensive Plan Amendment application packet shall include the following items as separate pages. Each document shall be named consistent with the checklist below. All documents submitted under this section shall contain the name of the project and the name and address of the applicant. Failure to follow these guidelines will result in an incomplete application pursuant to IMC 15.08.070.

The Comprehensive Plan Amendment application process is used to verify compliance with Ilwaco Municipal Code (IMC) Chapter 15.56 and RCW 36.70A.

Comprehensive Plan Amendment applications must include a completed [Master Planning Permit Application Form](#).

APPLICATION CHECKLIST

	Description of Comprehensive Plan Amendment Request (outlined below)
	Proposed amendment language (if applicable)
	Site Plan (for site specific requests)
	Legal Description (for site specific requests)
	Any Recorded Easements or Restrictive Covenants (for site specific requests)
	State Environmental Policy Act (SEPA) Checklist

DESCRIPTION OF COMPREHENSIVE PLAN AMENDMENT REQUEST:

On one or more separate pages, describe what you want to change about the Comprehensive Plan and why. Explain the reason or rationale for the proposed text amendment. If multiple, unrelated amendments are requested throughout the text, they may be combined under a single application; but all explanatory information must be provided for each independent change being proposed.

1. Provide a brief description of your amendment request.
2. Describe what circumstances related to the proposed amendment or the surrounding area of the subject property have significantly changed since the adoption of the current Comprehensive Plan.
3. Explain how the assumptions upon which the Comprehensive Plan is based are no longer valid or what new information is available which was not considered during the adoption of the current Comprehensive Plan.

4. Describe whether the proposed amendment is consistent with and supports other plan elements of the Comprehensive Plan and/or development regulations and if not, what additional amendments to the plan and/or development regulations will be required to maintain consistency.
5. Explain how the proposed amendment to the plan and/or regulations will more closely reflect the goals, objectives, and policies of the Comprehensive Plan.
6. Define how the proposed amendment is consistent with and implements the City's comprehensive plan, including the goals, policies and implementation strategies of the various elements of the plan.
7. Describe how the proposed amendment will comply with the requirements of the Growth Management Act (RCW 36.70A):
8. What are the cumulative effects of this proposed amendment to the Comprehensive Plan?

SITE SPECIFIC REQUESTS

For site specific requests, the following questions must be answered (in addition to questions 1-8):

9. Does the proposed site-specific amendment meet concurrency requirements for transportation, and does not adversely affect adopted level of service standards for other public facilities and services (e.g., police, fire and emergency medical services, parks, fire flow and general governmental services)?
10. Will the proposal result in probable significant adverse impacts to the city's transportation network, capital facilities, utilities, parks, or environmental features that cannot be mitigated?
11. Is the subject parcel(s) physically suitable for the requested land use designation and the anticipated land use development, including, but not limited to, the following:
 - a. Access;
 - b. Provision of utilities;
 - c. Compatibility with adjacent zoning designations and existing and planned land uses; and
 - d. Environmental constraints?
12. Will the request create pressure to change the land use designation of other properties?
13. Does the proposed amendment materially affect the land use and population growth projections that are the bases of the comprehensive plan?
14. Does the proposed amendment materially affect the adequacy or availability of urban facilities and services to the immediate area and the overall UGA?

15. Is the proposed amendment consistent with applicable county-wide policies or any other applicable interjurisdictional policy or agreement, and all applicable local, state, or federal laws?

PROPOSED AMENDMENT LANGUAGE (If applicable)

This application must accompany a draft of the proposed text change(s) to the existing Comprehensive Plan language. Please underline new language being proposed, and strikethrough language proposed for deletion.

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