

# COMPRHENSIVE PLAN MAP & TEXT AMENDMENTS CHECKLIST



## CITY OF BLACK DIAMOND

Community Development Dept.

24301 Roberts Drive / PO Box 599  
Black Diamond, WA 98010  
(360) 851-4447

### **ABOUT COMPREHENISVE PLAN AMENDMENTS:**

The Washington State Growth Management Act allows cities to consider proposed amendments to their comprehensive plans no more frequently than once per calendar year. Chapter 16.30 of the Black Diamond Municipal Code establishes the process through which plan amendments may be proposed. Proposing an amendment to the docket is a mechanism to have an idea considered with no filing fee requirement. However, the Planning Commission has the discretion of whether to moving an item from the docket into the formal annual amendment process. If you want to be guaranteed that an issue is considered, you are encouraged to file an individual amendment and pay the required filing fee.

Any interested person, including citizens, hearing examiners, staff of other agencies, planning commission and city council members, may suggest an amendment to the comprehensive plan. Generally, suggested amendments should be limited to proposals that broadly apply to the goals, policies, and implementation strategies of the comprehensive plan rather than amendments designed to address site-specific issues of limited applicability. Proponents of land development projects and/or property owner(s) or their authorized representative(s), may file an application for a proposed amendment to the comprehensive plan relating to a site-specific proposal.

### **REVIEW PROCESS:**

All applications for comprehensive plan amendments shall be submitted to the planning director by March 1st of the current calendar year (or be included in the director's docket of suggested amendments by this date) to be considered during that year's amendment process. The process generally goes as follows:

1. All proposals to the docket will be reviewed by staff and forwarded to the Planning Commission.
2. The Planning Commission will evaluate each proposal on the preliminary docket hold a noticed public hearing and prepare a report and recommendation identifying those suggested amendments that it is recommending for consideration by the city council during the annual amendment process.
3. The city council reviews commission's report and recommendation and adopt a final docket
4. Staff will prepare a SEPA review and staff report of the final docket
5. The Planning Commission will conduct a public hearing and shall make and forward a recommendation on each amendment proposal to the City Council.
6. The City Council makes the final decision on all proposed amendments to the Comprehensive Plan.

### **Code References**

Comprehensive Plan  
Title 16

### **Resources**

King County iMap  
Black Diamond Zoning Map

### **Questions?**

Planning Division  
Permit Status

### **City of Black Diamond**

24031 Roberts Drive  
PO Box 599

Black Diamond, WA 98010  
[www.ci.blackdiamond.wa.us](http://www.ci.blackdiamond.wa.us)



## SUBMITTAL REQUIREMENTS

1. ☐ Completed, signed Master Application form
2. ☐ A description of the proposed amendment and any associated development proposals, if applicable.
3. ☐ A written narrative addressing each of the following:
  - a. Rationale for the project
  - b. An explanation of how the proposed amendment and associated development proposal(s) if any, conform to, conflict with, or relate to the criteria set forth in BDMC 16.10.220
  - c. Whether the proposed amendment(s) are consistent with and implement the city's comprehensive plan, including the goals, policies, and implementation strategies of the various elements of the plan;
  - d. Whether circumstances related to the proposed amendment(s) and/or the area in which it is located have substantially changed since the adoption of the city's comprehensive plan;
  - e. Whether the assumptions upon which the city's comprehensive plan is based are no longer valid, or whether new information is available which was not considered during the adoption process or any annual amendments of the city's comprehensive plan; and
  - f. Whether the proposed amendment(s) reflects current, widely held values of the residents of the city.
  - g. Any additional information reasonably deemed necessary by the planning director to evaluate the proposed amendment.;
4. ☐ A completed SEPA environmental checklist including the supplement sheet for non-project actions, if required
5. ☐ Application fee

### Further Submittal Requirements for Text Amendments:

1. ☐ A written narrative that describes the proposed text amendment, indicating the exact nature of the change being sought. Include suggested text language. Also, if the proposal is to amend or delete existing text, include the applicable Comprehensive Plan citation, and use underline to indicate new text and ~~strikeout~~ for text proposed for deletion.
2. ☐ Attach any additional information that supports your request.

### Further Submittal Requirements for Map Amendments:

1. ☐ Vicinity Map
2. ☐ Map that includes the following:
  - a. All parcels and parcel numbers included in the proposed map amendment.
  - b. The area of each parcel proposed for amendment.
  - c. The existing and proposed land use designation; concurrent zone change being requested.
  - d. All natural features including, but not limited to wetlands, steep slopes, and streams.
  - e. Existing public and private roads; existing structures, if any.
3. ☐ Both a general and legal descriptions of the affected properties.
4. ☐ Statements addressing the purpose of the amendment and why the amendment is being requested, addressing these criteria:
  - a. The existing land use designation was clearly made in error or due to an oversight; or
  - b. There has been a change in conditions since the plan was adopted/last amended.
5. ☐ Attach any additional information that supports your request.