



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
Mailing address: 216 Prospect Street
Port Orchard, WA 98366
(360) 874-5533 • permitcenter@cityofportorchard.us

COMPREHENSIVE PLAN AMENDMENT

FEES:	Comp Plan Map Amendment: <i>(with or without Rezone)</i>	\$1,875.00
	Comp Plan Text Amendment:	\$500.00
	Technology fee:	\$10.00
	SEPA Review:	\$300.00
	Public Notice sign fee* <i>(each)</i> :	\$44.15
	Fire District Review fee:	\$250.00
	Total Due with Submittal:	\$

STAFF USE ONLY
Received by: _____
Receipt #: _____
File #: _____

*Public Notice sign fee only required for Map Amendment

INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.

TYPE OF COMPREHENSIVE PLAN AMENDMENT: <i>(Check the box that applies)</i>
<input type="checkbox"/> For a Comprehensive Plan Text Amendment: <i>(Complete information below)</i>
This proposed amendment is for Comprehensive Plan section: _____
Provide a brief description of your proposal: _____

<input type="checkbox"/> For a Comprehensive Plan Map Amendment: <i>(select)</i> <input type="checkbox"/> with Rezone <input type="checkbox"/> without Rezone <i>(Complete information below)</i>
General location of property and/or address: _____

Location: Section(s) _____ Township _____ Range _____
Current Zoning: _____ Proposed Zoning: _____
Current Comp Plan Designation: _____ Proposed Comp Plan Designation: _____
Proposed Use of the Property: _____

Submittal requirements are listed on page 2.

SUBMITTAL REQUIREMENTS

This application shall include the following, unless specifically waived by DCD:
(Check the box for each item included with this application)

- THE MASTER PERMIT APPLICATION FORM** with original signature(s).
One Master covers all applications that are included with this submittal. No additional copies are required.
- SEVEN** copies of the completed Comprehensive Plan Amendment application form: This includes the original plus six (6) copies.
- SEVEN** copies of the letter sent by DCD after the Pre-Application meeting, if there was one.
- SEVEN** copies of a project narrative with a detailed explanation of why the proposed text or map amendment is necessary and/or desirable for the community, and how, if a map amendment, the proposed use fits in with the uses permitted in the surrounding zone. The narrative must include a statement addressing the decision criteria listed in POMC 20.04.040(2), as applicable to either a text or map amendment.
- A SEPA Checklist Submittal:** *(use Form 012 for complete submittal requirements.)*
- A SEPA Checklist Supplemental Sheet D Submittal:** *(use Form 013 for complete submittal requirements.)*
- ONE Electronic copy** of all submitted documents, in high resolution Adobe PDF format, including the items listed below, as applicable. The decision criteria statement for either a text amendment or a map amendment must be in Microsoft Word format.

If application is for a Map Amendment, also include:

- SEVEN plan sets total:**
THREE sets: 18" x 24" or larger, and **FOUR sets:** 11" x 17", with north arrow and map scale, showing:
 - Existing natural features, including critical areas and buffers.
 - Existing and proposed grades.
 - Existing and proposed uses and improvements, including utilities, easements, structures, access and parking.
- SEVEN copies** of a vicinity map, 8 ½" x 11" or larger, with site clearly marked, shown in relation to the nearest major streets, roads and waterways in the area, and identifying the zoning of the surrounding property.
- SEVEN copies** of complete legal description of the property, including tax parcel number(s).
- SEVEN copies** of a list of other permits that are or may be required for development of the property (issued by the City or by other government agencies), insofar as they are known to the applicant.
- To verify water and sewer availability and transportation capacity, submit one of the following options: *(Check the box that applies to your project and include the documentation with this submittal)*
 - 1.** Capacity Reservation Certificate (CRC) application for Water, Sewer and Transportation.
Use CRC Application form for submittal requirements.
 - 2.** Water and/or Sewer availability letters issued by the appropriate Utility District, or Building Clearance Approval from the Health District and # 1. above for Transportation.

Other documentation may be required in addition to what is listed above.

