



## REZONE APPLICATIONS

**COMPLETE APPLICATION REQUIRED:** The City can not accept an application that does not have *all* of the required items. To accept your application, each of the following must be submitted *at the same time*. If you have received a prior, written waiver of a submittal item or items during a pre-application meeting, please provide this form in lieu of any submittal item not provided.

**APPLICATION TIMES:** All applicants are required to bring in one copy of the application package for informal review by a staff planner, prior to formal application and fee payment to ensure that the application is complete. This should be done prior to making the requested number of copies. Applications will be accepted at the Community & Economic Development Department counter in the Mount Vernon City Hall, 910 Cleveland Avenue, Monday through Friday. No appointment is necessary for the formal application submittal; however, an appointment with a staff planner to review one copy of the application is advisable. Please allow for 20 to 30 minutes for application in-take.

**EARLY CONSULTATION:** Prior to submitting an application, the applicant is required to set up a pre-application meeting with the Community & Economic Development Department to discuss the proposal. The Community & Economic Development Department will provide the applicant with assistance and information on the application feasibility, decision criteria, and review time, etc.

**PURPOSE:** A rezone application can change the zoning of property only when the zone that is applied for is consistent with the existing Comprehensive Plan designation of the subject property. Mount Vernon Municipal Code 17.09.010 has a list of the Comprehensive Plan and Zoning Districts within the City and it lists which zones are consistent with the different Comprehensive Plan designations. If the zoning an applicant is applying for is not consistent with the existing Comprehensive Plan designation of a site; an applicant must apply for a Comprehensive Plan amendment with an associated rezone. Copies of the Mount Vernon Municipal Code, the zoning map, and the Comprehensive Plan map can all be found on the City's web site at: <http://www.ci.mount-vernon.wa.us>.

**WHEN TO APPLY:** You can submit after a pre-application meeting is held; or if a staff planner has waived the pre-application meeting requirement; following the waiver process.

**SUBMITTAL REQUIREMENTS:** The applicant may ask for a waiver of any of the following submittal application materials at their pre-application meeting; and the Community & Economic Development Department will review the applicant’s request, and either approve or disallow the waiver, in writing.

**SUBMITTAL REQUIREMENTS FOR A REZONE APPLICATION:**

Check when Received:	Submittal Item:	Number of Copies:	Item Waived:
<input type="checkbox"/>	<p><b>Affidavit for Submitted Labels</b> A form on which an applicant certifies that they obtained the names and addresses of those property owners they were directed to and that this information was obtained from the Skagit County Assessor’s office within the previous 30 days. This affidavit is provided by the CEDD to applicants.</p>	1	
<input type="checkbox"/>	<p><b>Fees</b> Application fees must be paid when an application is submitted to the CEDD. The total fee amount will be determined at the pre-submittal meeting with a staff planner.</p>		
<input type="checkbox"/>	<p><b>Master Land Use Form</b> A form on which an applicant provides their name and contact information and the name and contact information of the property owner if it is not the applicant. Contractor’s information shall be provided on this form (if known), along with general information including the site address, parcel number(s), existing/proposed land uses, existing/proposed Comprehensive Plan designations, existing/proposed zoning designations, site area, project valuation and whether or not the site is within 200 feet of an area designated as a critical area. The current owner(s) of the land must provide their notarized signatures on this form. This form is provided by the CEDD to applicants.</p>	1	
<input type="checkbox"/>	<p><b>Assessor’s Map Showing Site and Surrounding Area</b> A map obtained from the Skagit County Assessor’s office identifying the subject site illustrating all property within 300 feet of the subject site.</p>	5	
<input type="checkbox"/>	<p><b>Environmental Checklist</b> Not all projects require SEPA review. Part 9 of the SEPA rules describes types of projects that have been exempted from SEPA requirements because they are unlikely to have a significant adverse environmental impact or were designated exempt by the legislature. The following are examples of projects exempt from SEPA review. For a complete list of categorical exemptions see WAC 197-11-800 attached and Section 15.06.095 Mount Vernon Municipal Code (MVMC).</p> <ul style="list-style-type: none"> <li>• Residential dwellings up to 10 units, cumulative.</li> <li>• Agricultural buildings up to 30,000 square feet, cumulative.</li> <li>• Office, school, commercial, recreational, service or storage buildings up to 12,000 square feet.</li> <li>• Parking lots up to 40 spaces, cumulative.</li> <li>• Subdivision of land into 9 lots or less.</li> <li>• Fills or excavations up to 500 cumulative cubic yards.</li> <li>• Installation of utility lines greater than 8-inches in diameter.</li> <li>• Work that will be done on or near a critical area.</li> </ul> <p>If your project triggers SEPA review the “SEPA Checklist” will need to be completed. This checklist contains extensive questions about the natural environment (earth, air, water, etc.) and the built environment (traffic, schools, noise, etc.) of your site. Each question shall be answered accurately and to the best of your knowledge. If a question does not apply, please write “does not apply”. The questions apply to the entire project. Any future plans should be included when answering these questions. The SEPA review process requires an evaluation of cumulative impacts. For this reason it is critical to state all current and future development intentions clearly.</p>	9	

	In most cases this will prevent you from having to go back through the SEPA review process. CEDD staff can provide you with a copy of a SEPA checklist, if you need one.		
<input type="checkbox"/>	<b>Existing covenants (recorded copy)</b> The recorded limitation on property, or assignment of responsibility, which may be set forth in the property deed and/or identified in a title report.	<b>2</b>	
<input type="checkbox"/>	<b>Existing Easements (recorded copy)</b> A recorded document by the property owner granting one or more privileges to use the owner's land to and/or for the use by the public, a corporation or another person or entity. Easements may be referenced by property deed and are identified in the property title report.	<b>2</b>	
<input type="checkbox"/>	<b>Flood Hazard Data and/or Flood Zone Location</b> Data, including plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing; elevation in relation to mean sea level of the lowest floor (including basement) of all structures; elevation in relation to mean sea level to which any structure has been floodproofed; certification by a registered professional engineer or architect that the floodproofing methods satisfy the City's floodproofing criteria; and a description of the extent to which a watercourse would be altered or relocated as a result of proposed development. The horizontal and vertical control datum shall be clearly shown.	<b>1</b>	
<input type="checkbox"/>	<b>Justification for Proposal</b> A written description and associated mapping setting forth the reasons in favor of the application and addressing permit specific evaluation criteria found in Mount Vernon Municipal Code.	<b>9</b>	
<input type="checkbox"/>	<b>Legal Description</b> A description of a piece of land which allows an independent surveyor to locate and identify it. Usually it uses one of the following methods: government survey, metes and bounds or recorded plat (lot and block number).	<b>3</b>	
<input type="checkbox"/>	<b>Legal Description, electronic Copy in MS Word Format</b>		
<input type="checkbox"/>	<b>List of Site and Surrounding Property Owners and Mailing Labels for Same</b> A listing of all current property owners and their mailing addresses and Skagit County Assessor's account numbers within the area specified by MVMC 14.05.150(A)(3) of the boundaries of the subject site as obtained from the Skagit County Assessor's office. The list shall include a notarized statement from the applicant attesting that the ownership information provided is current and accurate. Current shall mean obtained within the past thirty (30) days unless otherwise approved by the CEDD.	<b>2</b>	
<input type="checkbox"/>	<b>Map of Existing Site Conditions</b> A plan drawn at the same scale as, or combined with, the grading plan or topography map showing existing topography at two foot contours or less, and including structural and natural features. The plan shall include major trees, shrubs, large rocks, creeks and watersheds, floodplains, buildings, roadways and trails.	<b>9</b>	
<input type="checkbox"/>	<b>Neighborhood Detail Map</b> A map, drawn at a scale of one inch equals one hundred feet (1" = 100') or other scale approved by the CEDD. The map shows the location of the subject site relative to the property boundaries of the surrounding parcels within approximately one thousand feet identifies the subject site with a darker perimeter line than that of surrounding properties. The map also shows the property's lot lines, existing land uses, building outlines, City boundaries (if applicable), north arrow, graphic scale, and City of Mount Vernon street names for all streets shown.	<b>9</b>	
<input type="checkbox"/>	<b>Plan Reductions</b> Eight and one-half inch by eleven inch (8-1/2" x 11") or eleven inches by seventeen inches (11" x 17") reductions of all required full size plan sheets including, but not limited to elevations, landscape plans, conceptual utility plans, site plan, and neighborhood detail/vicinity map that will yield legible photocopies.	<b>3</b>	

<input type="checkbox"/>	<p><b>Pre-Application Meeting Summary</b></p> <p>A copy of the memorandum provided to an applicant by planning staff at the pre-application meeting. Please note that pre-applications meeting approvals expire six (6) months following a meeting that is held.</p>	<b>1</b>	
<input type="checkbox"/>	<p><b>Project Narrative</b></p> <p>A clear and concise description and summary of a proposed project, including:</p> <ol style="list-style-type: none"> <li>a. Project name, size and location of site;</li> <li>a. Zoning and Comprehensive Plan designations of the site and adjacent properties;</li> <li>b. Current use of the site and any existing improvements;</li> <li>c. Special site features (i.e., wetlands, water bodies, steep slopes, or other critical areas); and a description of the buffers that will be required for each feature;</li> <li>d. Statement addressing soil type and drainage conditions;</li> <li>e. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.);</li> <li>f. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.);</li> <li>g. Total estimated construction cost and estimated fair market value of the proposed project;</li> <li>h. Estimated quantities and type of materials involved if any fill or excavation is proposed;</li> <li>i. Number, type and size of trees to be removed;</li> <li>j. Explanation of any land to be dedicated to the City; and,</li> <li>k. For shoreline applications: <ol style="list-style-type: none"> <li>i. Name of adjacent water area or wetlands,</li> <li>ii. Nature of existing shoreline – describe,</li> <li>iii. Type of shoreline (i.e., lake, stream, lagoon, march, bog, floodplain, floodway),</li> <li>iv. Type of beach (i.e., accretion, erosion, high bank-low bank),</li> <li>v. Type of material (i.e., sand, gravel, mud, clay, rock, riprap),</li> <li>vi. The extent and type of any bulkheading, and</li> <li>vii. The number and location of structures and/or residential units (existing and potential) which might have views obstructed as a result of the proposed project.</li> </ol> </li> <li>l. For subdivision applications: the proposed number, size, and density of the new lots.</li> </ol>	<b>9</b>	
<input type="checkbox"/>	<p><b>Title Report or Plat Certificate</b></p> <p>A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, dedication, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. An updated certificate or report dated within 30 days before final plat approval is also necessary. Copies of all the encumbrances listed within the certificate or report shall be provided.</p>	<b>2</b>	

**REZONE PROCESS:** Once the rezone application packet has been accepted for review, a Community & Economic Development Department planner will mail notices to property owners within 300 feet of the project site and will publish a notice in the Skagit Valley Herald. The planner will contact the applicant to let them know when and where the public notice signs need to be posted. It is the applicant’s responsibility for posting and taking down these signs.

A staff planner will route the proposed plan for review to other City departments, jurisdictions, or agencies that may have an interest in the application, and will conduct the SEPA Review.

The City's Hearing Examiner will review the rezone application and will issue a recommendation to the City Council. The recommendation to approve, conditionally approve or deny the application will be mailed to the applicant and all parties of record. The Hearing Examiner's recommendation will be forwarded to the City Council for their review, final recommendation, and adoption (if approved) by ordinance.