



COMPREHENSIVE PLAN AMENDMENT

City of Ferndale Community Development Department
2095 Main Street/ PO Box 936
Ferndale, WA 98248 (360) 384-4006
www.cityofferndale.org

- An Appointment is Required to Submit Your Application
- A Master Development Application is Also Required

SUPPLEMENTAL

CITY REVIEW PROCESS:

The following information provides a brief description of the process by which comprehensive plan amendments are evaluated by the City. For more detailed information concerning the comprehensive plan amendment review process, please refer to Title 18.12.280.

1. **Informal Pre-Application Meeting:** This is a suggested but not a required step in which the applicant meets one or more times with City staff to discuss City Development Standards, permit application procedures and any other information that may be pertinent to assist the applicant in filing an application.
2. **Application Submittal:** The applicant submits a complete application form, together with a completed SEPA Checklist, and appropriate fees to City staff. Staff must review the materials for completeness. If incomplete, the applicant shall be notified in writing of specific information required to complete the application. Complete applications must be submitted by May 1 in order to be considered in the City's annual review process.
3. **Public Hearing Schedule:** Following distribution of Notices of Application and completion of SEPA review for all submitted applications (which constitute separate elements of a single annual Comprehensive Plan Amendment), Planning staff will schedule a public hearing before the Ferndale Planning Commission.
4. **Public Hearing Notification:** The Community Development Department shall cause notice of time, date, place and purpose of the public hearing to be published in accordance with requirements of the Ferndale Municipal Code.
5. **Public Hearing(s):** The Planning Commission shall hold a public hearing to consider all proposed applications to amend the Comprehensive Plan and forward recommendations to the City Council. The City Council shall hold its own noticed public hearing to consider the recommendations of the Planning Commission and shall make a final decision on all applications.



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Application Form

Date Received: _____

Type of Amendment: (Please check all that apply)

_____ Policy

_____ Map

_____ Text

_____ Other (please specify) _____

Applicant Name: _____ Contact: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Fax: _____ Fax: _____

1. Please attach a detailed statement describing the proposed amendment. Attach information and/or maps if necessary.
2. Please provide a rationale stating why the plan should be amended. Attach additional sheets if necessary:
 - A. Why the current comprehensive plan policy, plan or recommendation should not continue to be in effect.
 - B. How the proposed amendment is consistent with adopted community goals and policies.
 - C. How the proposed amendment would or would not impact the City's capital facilities plan.
 - D. How the proposed amendment would or would not require changes in the City's development regulations.

Applicant's Signature

Date