

CITY OF PULLMAN, 325 SE PARADISE ST., PULLMAN, WA 99163

INFORMATION REQUIRED WHEN APPLYING FOR A ZONE CHANGE

APPLICATION

A complete application must be filed with the Planning Department in sufficient time to allow for staff to review the application and give public notification of the hearing before the Planning Commission. An application will not be accepted until complete, as determined by the Planning Department. A complete application must include:

1. Application Form and Findings of Fact (Attached).
2. Environmental Checklist. The Environmental Checklist will be reviewed by the City’s designated “responsible official,” who will determine if there appears to be a probable significant environmental impact; if so, an Environmental Impact Statement (EIS) may be required.
3. Adjacent Property Owners List. The applicant shall provide a list of the names and mailing addresses, as shown on the records of the County Assessor, of the owners of property, and the street addresses of the property, within 300 feet of the boundaries of the property for which the zone change application is requested.
4. Legal Description. The applicant shall submit a complete legal description that adequately describes the property for which the rezone is requested. This legal description will be checked and verified by the City engineering division; inadequate descriptions will be returned for correction.
5. Proof of Ownership/Permission from Owner. The applicant must submit proof of ownership of the property for which the rezone is requested. All owners must join in or be represented in the application. If the applicant is not the owner of the property, written consent must be submitted by the owner granting the applicant permission to act as his or her agent.

FEES

1. Zone Change Application Fee\$ 400.00
2. Environmental Checklist Review
 - Environmental Checklist Review Fee:.....\$ 150.00
 - Environmental Checklist Review Deposit:.....\$ 250.00
(refunded if an EIS is not required)

ASSISTANCE

The Planning Department is available to answer any questions about an application by phoning (509)338-3213.

RECEIPT NO.: _____
DATE APPLICATION RECEIVED: _____
DATE APPLICATION ACCEPTED AS COMPLETE: _____

CITY OF PULLMAN
ZONE CHANGE APPLICATION
Pullman City Code 17.115

APPLICANT:

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

STATUS (property owner, lessee, agent, purchaser, etc.): _____

PROPERTY OWNER (if different than applicant):

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

PROPERTY LOCATION (general or common address): _____

REASON FOR ZONE CHANGE REQUEST:

Applicant requests a zone change on the subject property from a(n) _____ zoning district to a(n) _____ zoning district in order to _____

All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.

Applicant's Signature

Date

APPLICANT'S PROPOSED FINDINGS OF FACT

Prior to making a recommendation or decision regarding a request to rezone, the Pullman Planning Commission and City Council must adopt "Findings of Fact." These Findings of Fact are factual statements which the Commission relies upon in reaching its conclusions and decisions. The burden of proving that a rezone should be granted under the provisions of the Pullman Zoning Code rests with the applicant. Thus, it is necessary for the applicant to present facts in brief written form which address in specific detail each of the following questions.

- (1) Is the proposal consistent with the Comprehensive Plan?
- (2) Is the proposal consistent with the purposes of the Zoning Code and the proposed zone district?
- (3) What is the relationship of the proposed zoning change to the existing land uses, and the zoning of surrounding or nearby property?
- (4) Has there been sufficient change in the character of the surrounding or nearby area, or in city policy, to justify the rezone?
- (5) Is the property economically and physically suitable for the uses allowed under the existing zoning, and under the proposed zoning? Consideration should be given to the length of time the property has remained undeveloped compared to the surrounding and other parcels in the city with the same zoning.
- (6) What is the relative gain to the public health, safety and welfare compared to a potential increase or decrease in value to the property owners?
- (7) Is the proposal necessary to correct an error?
- (8) Are special conditions necessary to achieve compatibility of development with surrounding properties?



**ANSWERS SHOULD BE PREPARED
ON SEPARATE PAPER AND ENTITLED,
"APPLICANT'S PROPOSED FINDINGS OF FACT".**



CHECKLIST

ZONE CHANGE AND/OR COMPREHENSIVE PLAN MAP AMENDMENT

- ___ 1. Application filed with Planning Department.
- ___ 2. Application reviewed for completeness by Planning Department.
- ___ 3. Legal description checked by Engineering Division.
- ___ 4. Application accepted as complete by Planning Department.
- ___ 5. Environmental Checklist reviewed by Responsible Official and determination of environmental impact made.
- ___ 6. Date set for Planning Commission public hearing (meets fourth Wednesday of the month - date must be within 90 days of date of filing).
- ___ 7. Notice of Public Hearing filed by Planning Department with official newspaper of the city (notice must appear at least 10 days prior to the hearing).
- ___ 8. Notice of Public Hearing posted at subject property and mailed to surrounding property owners (notice must be distributed at least 10 days prior to the hearing).
- ___ 9. Staff report prepared by Planning Department and mailed to applicant and Planning Commission, and made available for public review prior to the public hearing.
- ___ 10. Public hearing conducted by Planning Commission.
- ___ 11. Applicant notified in writing of Planning Commission's recommendation.
- ___ 12. Public meeting conducted by City Council; Council approves/denies application.
- ___ 13. Applicant notified in writing of City Council's decision.
- ___ 14. SEPA Notice of Action filed by Planning Department.
- ___ 15. Ordinances published in official city newspaper by City Clerk.