

**CITY OF BAINBRIDGE ISLAND  
 COMPREHENSIVE PLAN AMENDMENT APPLICATION  
 FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.  
 PENCIL WILL NOT BE ACCEPTED.**



<b>DATE STAMP          FOR CITY USE ONLY</b>	<b><u>TO BE FILLED OUT BY APPLICANT</u></b>
	<b>PROJECT NAME:</b> _____
	<b>TAX ASSESSOR'S NUMBER:</b> _____ _____ _____
	<b>PROJECT STREET ADDRESS          OR ACCESS STREET:</b> _____ _____
	<b><u>FOR CITY USE ONLY</u></b>
	<b>FILE NUMBER:</b> _____ <b>PROJECT NUMBER:</b> _____ <b>DATE RECEIVED:</b> _____ <b>APPLICATION FEE:</b> _____ <b>TREASURER'S RECEIPT NUMBER:</b> _____
<b>SUBMITTAL REQUIREMENTS</b>	
<b>APPLICATION</b>	<i>One original (which must contain an original signature) and three copies</i> must be provided. Whenever possible, originals must be <i>signed in blue</i> . Please identify the original document.
<b>SUPPORTING DOCUMENTS</b>	<i>One original (which must contain an original signature)</i> , where applicable, and <i>three copies</i> (if an original is not applicable, <i>four copies</i> must be provided).
<b>MAPS</b>	Site-specific applications must include vicinity maps.
<b>SUBMITTING APPLICATIONS</b>	Applications <i>must be submitted in person</i> by either the owner or the owner's designated agent. Should an agent submit the application, a <i>notarized Owner/Agent Agreement</i> must accompany the application.
<b>FEES</b>	See Fee Schedule in the Planning Department or on the City's website under <i>documents, forms &amp; apps</i> .
<b>SEPA</b>	State Environmental Policy Act Checklist (SEPA) is required (only for site-specific applications).
<b>ATTACHED SUBMITTAL CHECKLIST</b>	Please refer to attached Submittal Fact Sheet for further information. <b>NOTE:</b> When submitting this application, please do not copy or include the Submittal Fact Sheet attached to the back of this application.

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
 280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812  
 PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: [pcd@ci.bainbridge-isl.wa.us](mailto:pcd@ci.bainbridge-isl.wa.us)  
[www.ci.bainbridge-isl.wa.us](http://www.ci.bainbridge-isl.wa.us)

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**A. GENERAL INFORMATION**

1. Name of property owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Name of property owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

*If the owner(s) of record as shown by the county assessor's office is (are) not the agent, the owner's (owners') signed and notarized authorization(s) must accompany this application.*

2. Authorized Agent/Project Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

3. Does the amendment request concern a specific property (or properties)?  YES  NO

4. Does the request relate to a specific area of the island?  YES  NO (If yes, provide a description of the area or a map indicating the area.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Does this proposal include an amendment to the Land Use Map of the Comprehensive Plan?  
 YES  NO If so, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Is a Rezone Request associated with this Comprehensive Plan Amendment request?  
 YES  NO

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7. Provide a reference to the element(s) of the Comprehensive Plan that is proposed for amendment and pages of the plan, if applicable.

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8. Provide proposed amendatory language. \_\_\_\_\_

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9. Explain the reasons behind this amendment proposal. \_\_\_\_\_

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**B. In order to assist the Planning Commission and the City Council in their selection of comprehensive plan amendments, please describe how your proposed amendment meets the selection criteria.**

1. Consideration of the previous record, if the amendment was reviewed and denied during previous comprehensive plan review:

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2. The proposed amendment advances goals and policies of the Comprehensive Plan (please cite the goal or policy that supports the amendment):

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3. The proposed amendment is consistent with the goals and regulations of the Growth Management Act:

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4. The relationship of the proposed amendment to other City codes and regulations:

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5. The cumulative effects of all requests for plan amendments:

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**I hereby certify that I have read this application and know the same to be true and correct.**

\_\_\_\_\_  
\*Signature of owner or authorized agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
\*Signature of owner or authorized agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

*\*If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized*

**FACT SHEET FOR SUBMITTING  
AN AMENDMENT TO THE COMPREHENSIVE PLAN**

**1. Who may propose an amendment?**

Anyone may propose an amendment to the Comprehensive Plan using a Comprehensive Plan Amendment Request form obtained from the Department of Planning and Community Development.

**2. Are there different types of amendment requests?**

Requests may be made to amend the land use map, or the text of the Comprehensive Plan. As defined in BIMC 18.117.020, amendments are designated as either “regular” or “extended”. Pre-application conferences are required as part of the process for submitting amendment requests. A determination will be made at the pre-application conference as to whether a request meets the criteria for “regular” or “extended.”

**3. When must a proposed amendment be submitted to the City?**

Comprehensive Plan Amendments are accepted between January 1<sup>st</sup> and February 28<sup>th</sup> of each year.

- “Regular” requests may be submitted each year.
- “Extended” requests may be submitted every other year, or within the context of a comprehensive plan update. **“Extended” requests will be accepted in January 2009.**

**4. How is an amendment submitted?**

A proposed amendment is submitted in writing to the Department of Planning and Community Development. A pre-application conference is required prior to submitting an amendment request.

The proposed amendment must consist of at least:

- a. A reference to the element(s) of the Plan that is proposed for amendment, or a description of the proposed amendment to the Land Use Map.
- b. Proposed amendatory language.
- c. An explanation of why the amendment is being proposed.
- d. Consistency with the criteria contained in BIMC 18.117.020B.1.a. B.117.020B.1.b, or B,117.020B.2.a.

For more information on submittal requirements, please refer to BIMC 18.117.040.

**5. What will happen once the amendment is proposed?**

For each amendment, the lead department will prepare a written analysis for the Planning Commission. Environmental review must also be completed prior to Planning Commission review. The Planning Commission will then review all of the proposed amendments based on adopted decision criteria. (Ordinance 2006-13, BIMC 18.117.030F and 18.117.50), conduct a public hearing, and make a recommendation to the City Council.

The City Council will review the recommendation of the Planning Commission and staff and may hold a public hearing to receive public comments. The Council will then either adopt, modify, or deny the proposed amendment.

