



## Comprehensive Plan Amendment (Non UGA) Information and Application

This packet is designed to assist you in preparing your application for a Comprehensive Plan Amendment. A proposal to amend may include changes to the text, land use maps, etc., of the Benton County Comprehensive Plan. This packet cannot be used by Cities proposing to amend their Urban Growth Areas (UGA's), please see the UGA application packet. Comprehensive Plan Amendments are accepted between October 1st and December 1st of every year.

**COMPLETE APPLICATIONS must be received by December 1st of the year preceding the review (i.e., December 1, 2023 for the 2024 review process).**

Completed applications may be mailed to the Benton County Planning Division at P.O. Box 910, Prosser WA 99350 or submitted in person to the Public Services Building at 102206 E. Wiser Parkway in Kennewick but they must be received by the deadline, not postmarked. Our office hours are 8 a.m. to Noon and 1p.m. to 5 p.m. Monday through Friday, except holidays.

A complete application contains the following:

1. A completed comprehensive plan amendment application form and applicable non-refundable fee of \$1000.00. **ALL persons with an ownership interest in the property on which the land use action is proposed must sign the application other than interests exclusively limited to ownership of the parcel's mineral rights.**
2. A completed environmental checklist signed and dated by the applicant that includes a \$500.00 application fee.

### Application Process

Within fourteen (14) days after receiving an application for amendment to the Comprehensive Plan, the County Planning Division shall review the application and place in the mail or personally deliver a written determination addressed to the applicant stating that the application is complete or that the application is incomplete and identifying what is necessary to make the application complete. If an application for amendment is determined to be incomplete and is returned to the applicant, unless such application is made complete and submitted by December 1st, it may not be resubmitted until the next year cycle for amendments.

### Who can propose Amendments?

Amendments can be proposed "in-house" by the Planning Commission, the Board of Commissioners, and Planning Manager, or any owner of property in unincorporated Benton County seeking an amendment that only affects that person's property, any resident of unincorporated Benton County supported by signatures of ten (10) residents of unincorporated Benton County, or any general or special purpose local governmental entity operating in Benton County pursuant to an adopted resolution of its legislative body or board of directors.

### How often can you submit amendments?

Applications for amendments are accepted on an annual basis. Amendment applications that have been denied can be resubmitted no sooner than three (3) years from the date of denial.

**What is the timing of an amendment cycle?**

The Planning Division will initiate review of complete applications by listing them in a legal notice or "Docket" along with the State Environmental Policy Act (SEPA) review dates. Analysis of each application for consistency with the Washington State Growth Management Act and the Comprehensive Plan, including the adopted County-wide Planning Policies, will be conducted and summarized in a staff report. The Planning Division will make a recommendation to the Planning Commission for approval or denial of each application.

The Planning Commission will conduct at least one open record public hearing on the applications and forward a recommendation for approval or denial of each application to the Board of County Commissioners who will conduct at least one open record public hearing on the applications prior to approving, approving with modifications and/or conditions, or denying the applications.

**What Criteria is used for Comprehensive Plan Amendment Evaluation?**

Proposed amendments will be evaluated for consistency with the following criteria and must be found to be in substantial compliance for approval:

- a. An amendment is necessary to resolve inconsistencies within the County Comprehensive Plan, or with other city plans or ordinances with which the county has no objection;
- b. Conditions have so changed since the adoption of the county plan or ordinances that the existing adopted provision is inappropriate;
- c. The proposed amendment is consistent with the overall intent of the goals, map, and Rural Element of the county plan;
- d. The proposed amendment is consistent with Chapter 36.70A RCW, the Countywide Planning Policies, and Plan policies;
- e. For an amendment to the Comprehensive Plan Map, the proposed designation is adjacent to property having a similar and compatible designation, or the subject property is of sufficient size, or other conditions are present, to locate development or otherwise mitigate potential incompatibilities to insignificant levels;
- f. Environmental impacts have been disclosed and measures imposed to either avoid or mitigate said impacts;
- g. Potential ramifications of the proposed amendment to other Comprehensive Plan Elements and supporting documents have been considered and addressed;
- h. As appropriate, where an amendment of the Comprehensive Plan is approved by the Board of Commissioners, and a subsequent rezone or amendment to development regulations is required, the planning commission may consider them and make recommendations to the Board for consideration concurrent with the final approval of the comprehensive plan amendment.

Any questions regarding this process should be directed to the Benton County Planning Division, (509) 786-5612 or [planning.department@co.benton.wa.us](mailto:planning.department@co.benton.wa.us)

Any information submitted to the Benton County Planning Division is subject to public records disclosure law for the State of Washington (RCW Chapter 42.17) and all other applicable law that may require the release of the documents to the public.

**NOTE: APPLICATION FEES ARE NON-REFUNDABLE. THERE ARE NO GUARANTEES THAT YOUR COMPREHENSIVE PLAN AMENDMENT WILL BE APPROVED.**

# APPLICATION FOR COMPREHENSIVE PLAN AMENDMENT

File No. \_\_\_\_\_

1. NAME OF APPLICANT: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_

2. LEGAL OWNER(S) OF RECORD, if different from applicant:  
(Attach additional sheet if necessary.)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Please answer the following questions. If more space is needed please use additional pages.**

1. Address, parcel number and legal description of property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What is the current use of the property?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What is the existing comprehensive plan designation for the area in which the property is located?  
\_\_\_\_\_  
\_\_\_\_\_
4. What is the proposed use of the property?  
\_\_\_\_\_  
\_\_\_\_\_
5. State the requested amendment language or proposed plan designation for the property:

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6. Prepare and attach a site map showing the area in which a plan change is being sought: If the amendment requires a map plan change, please show clearly the following: the proposed plan change boundaries, map scale, north arrow, date of preparation, major physical boundaries; both natural and man-made, lying within or adjacent to the affected area (l. e., including but not limited to highways, railroads, rivers, streams, power lines, schools, and other public outbuildings, etc.), section, township and range lines are to be shown and identified If in shoreline area, define existing shorelines area as shown in existing shorelines master plan and indicate the existing environment designation.

7. What are the reasons for the requested amendment include substantial information why the provisions, map designations, etc., of the adopted plan are not sufficient to satisfy the concern that gives rise to the amendment request:

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8. Include information on the availability and location of utilities and roads, means of providing water and waste disposal, schools, parks, and the availability of sheriff and fire protection services:

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9. Please provide supporting information on how the proposal complies with the comprehensive plan amendment evaluation criteria (see attached):

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10. Include any other substantiated information that you feel is necessary or relevant for consideration:

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Please use additional pages when required to provide ten (10) resident support signatures:

_____ Applicant's Signature	_____ Printed Name	_____ Date
_____ Signature of Legal Owner's	_____ Printed Name	_____ Date
_____ Signature of Person with Additional Ownership Interest	_____ Printed Name	_____ Date
_____ Signature of Person with Additional Ownership Interest	_____ Printed Name	_____ Date
_____ Signature of Person with Additional Ownership Interest	_____ Printed Name	_____ Date

ALL persons with an ownership interest in the property on which the land use action is proposed must sign the application other than interests exclusively limited to ownership of the parcel's mineral rights.

An application fee of \$1,000.00 must be submitted with this application. This fee is non-refundable. Please make checks payable to Benton County Treasurer.