



# GENERAL LAND USE APPLICATION

## OFFICIAL USE ONLY

Case #: 19-0112 Master File #: \_\_\_\_\_ Date: 01/09/2019

Received By: \_\_\_\_\_ Related Cases: \_\_\_\_\_ Project Planner: Joyce

One or more of the following **Supplements** must be attached to this **General Land Use Application** and submitted **electronically with the application**:

- |   |  |
|---|--|
| <input type="checkbox"/> Adjacent Property Owner List           | <input type="checkbox"/> Large Lot Subdivision                     |
| <input type="checkbox"/> Annexation Notice of Intent            | <input type="checkbox"/> Parking Variance                          |
| <input type="checkbox"/> Annexation Petition (with BRB Form)    | <input type="checkbox"/> Preliminary Long Plat                     |
| <input type="checkbox"/> Binding Site Plan                      | <input type="checkbox"/> Preliminary PRD                           |
| <input type="checkbox"/> Boundary Line Adjustment               | <input type="checkbox"/> Reasonable Use Exception (Critical Areas) |
| <input type="checkbox"/> Conditional Use Permit                 | <input type="checkbox"/> SEPA Checklist                            |
| <input type="checkbox"/> Design Review – Concept (Major)        | <input type="checkbox"/> Shoreline Development Permit (JARPA Form) |
| <input type="checkbox"/> Design Review – Detail                 | <input type="checkbox"/> Short Plat                                |
| <input type="checkbox"/> Environmental Review (Critical Area)   | <input type="checkbox"/> Soil and Vegetation Plan                  |
| <input type="checkbox"/> Final Long Plat                        | <input type="checkbox"/> Variance or Unusual Use (Zoning)          |
| <input type="checkbox"/> Final PRD                              | <input type="checkbox"/> Other _____                               |
| <input type="checkbox"/> Land Use Review (Site Plan) Supplement | _____  |

Project Name: 2019 Zoning Text Amendments

Project Address: Citywide

Applicant: City of Olympia Community Planning and Development Department

Mailing Address: PO Box 1967, Olympia, WA 98507-1967

Phone Number(s): 360-753.8314

E-mail Address: cpdinfo@ci.olympia.wa.us

Owner (if other than applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Other Authorized Representative (if any): Joyce Phillips, AICP, Senior Planner

Mailing Address: PO Box 1967, Olympia, WA 98507-1967

Phone Number(s): 360.570.3722

E-mail Address: jphillip@ci.olympia.wa.us

Project Description: Housekeeping revisions and other minor text amendments to Title 18, Unified Development Code, of the Olympia Municipal Code.

Size of Project Site: Citywide

Assessor Tax Parcel Number(s): Citywide

Section : \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Full Legal Description of Subject Property (attached ):  
Citywide

Zoning: Citywide

Shoreline Designation (if applicable): Citywide, although no specific revisions are proposed to shoreline regulations at this time

Special Areas on or near Site (show areas on site plan):

<input type="checkbox"/> Creek or Stream (name): <u>Citywide</u>	<input type="checkbox"/> Historic Site or Structure <u>Citywide</u>
<input type="checkbox"/> Lake or Pond (name): <u>Citywide</u>	<input type="checkbox"/> Flood Hazard Area (show on site plan) <u>Citywide</u>
<input type="checkbox"/> Swamp/Bog/Wetland <u>Citywide</u>	<input type="checkbox"/> None
<input type="checkbox"/> Steep Slopes/Draw/Gully/Ravine <u>Citywide</u>	
<input type="checkbox"/> Scenic Vistas <u>Citywide</u>	

Water Supply (name of utility if applicable): Citywide

Existing: Citywide

Proposed: Citywide

Sewage Disposal (name of utility if applicable): Citywide

Existing: Citywide

Proposed: Citywide

Access (name of street(s) from which access will be gained): Citywide

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Olympia and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the City that apply to this application.

Signature  Date 01/09/2018

           I understand that for the type of application submitted, **the applicant is required to pay actual Hearing**  
**Examiner**  
**Initials**            **costs, which may be higher or lower than any deposit amount. I hereby agree to pay any such costs.**

*Applicants may be required to post the project site with a sign provided by the City within seven days of this application being deemed complete. Please contact City staff for more information.*



# GENERAL LAND USE APPLICATION

## SUBMITTAL REQUIREMENTS

REQUIRED FOR EVERY LAND USE APPLICATION AND SUPPLEMENTAL APPLICATION(S)

Provide the following:

- All required submittal materials, reports, plans, documents and applications shall be provided in electronic format (Memory stick, USB drive, etc.), and
- 2 complete full size hard copy sets of all required materials, reports, and documents
- 2 full size plan sets with 1 reduced size of all required plans (unless otherwise stated)
- Original signed application(s), accompanied by a scanned electronically submitted copy.
- All applicable fees are due at time of submittal.

The General Land Use Application shall include each of the following:

1. Vicinity map depicting location of project with respect to nearby streets and other major features, and encompassing at least one (1) square mile, and not more than forty (40) square miles.
2. Unless exempt, an environmental checklist with a title-company certified list of property owners of record within 300 feet of the project site. (list requirements below). (See Olympia Municipal Code (OMC) 14.04.060 and WAC 197-11-800 regarding SEPA exemptions.)
3. All supplemental attachments for each and every land use approval required by the City of Olympia for the proposed project.
4. A map to scale depicting all known or suspected critical areas on the site or within 300 feet of the site. (See Chapter 18.32 of the OMC.)
5. An Environmental Review Report if within 300 feet of any critical area (wetland, stream, landslide hazard area or other critical area. (See Chapter 18.32 of the OMC.)

If your project requires a certified property owner list to be submitted:

1. Before ordering a property owner list from a title company, please request from a Planner from Community Planning & Development Department to provide you with a map of the properties to be included. Generally, this will include properties within 300 feet of the project site and possibly additional properties depending on the location of your project.
2. The list of property owners shall be certified by a title company. Certification may be done on a cover sheet included with the list. The certification should include, at minimum: 1) the name of the title company, 2) the date the mailing list was prepared, 3) the name and signature of the person who prepared it, 4) the total number of records, and 5) a map showing the properties of the property data obtained.
3. Submit the list on a flash drive or memory stick in Excel worksheet format. The list shall include the following for each property:
  - Property owner's complete mailing address
  - Property complete mailing address. (Situs Address)
  - Tax parcel number(s) for each property
4. The cover sheet and list shall be submitted to the city in electronic format and hard copy.

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USB Drive File Format-

Electronic Files provided on a USB Drive shall have:

- Each plan set, applications and reports required shall be listed individually on the USB Drive
- Document name examples to be used are referenced below:
  - Site Plan, Landscape Plan, Wetland Report, Wetland Survey, Soil and Vegetation Plan, Stormwater Site Plan, Drainage and Erosion Control Plan, Grading Plan, Architectural Plan Set, Civil Plan Set, Geotech Report, Integrated Pest Management Plan, Traffic Impact Analysis, Hydro-geological Report , Certified Property Owners List, Preliminary Plat Map...etc.)

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



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Keith Stahley, Director,  
Community Planning and Development

12/1/2016

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Date



# REZONE OR CODE TEXT AMENDMENT SUPPLEMENT

## OFFICIAL USE ONLY

Case #: 19-0112

Master File #: \_\_\_\_\_

Date: 01/09/2019

Received By: \_\_\_\_\_

Project Planner: \_\_\_\_\_

Related Cases: \_\_\_\_\_

Rezone

Text Amendment

Current land use zone: All. This proposal would apply to the zoning code, with applicability Citywide.

Proposed zone: All. This proposal would apply to the zoning code, with applicability Citywide.

Answer the following questions (attach separate sheet):

- A. How is the proposed zoning consistent with the Comprehensive Plan including the Plan's Future Land Use map as described in OMC 18.59.055? If not consistent, what concurrent amendment of the Plan has been proposed, if any?
- B. How would the proposed change in zoning maintain the public health, safety and welfare?
- C. How is the proposed zoning consistent with other development regulations that implement the Comprehensive Plan?
- D. How will the change in zoning result in a district that is compatible with adjoining zoning districts?
- E. Please describe whether public facilities and services existing and planned for the area are now adequate, or likely to be available, to serve potential development allowed by the proposed zone.

A Rezone Or Code Text Amendment Application shall accompany a General Land Use Application and shall include:

**All required submittal materials, reports, plans, documents and applications shall be provided in electronic format (memory stick, USB drive, etc.).**

1. The current zoning of the site.
2. The proposed zoning of the site.
3. Specific text amendments proposed in "bill-format." (See example.)
4. A statement justifying or explaining reasons for the amendment or rezone.
5. Reproducible maps (8½" x 17" or 11" x 17") to include a vicinity map with highlighted area to be rezoned and any nearby city limits, and a map showing physical features of the site such as lakes, ravines, streams, flood plains, railroad lines, public roads, and commercial agriculture lands.
6. A site plan of any associated project.
7. A site sketch 8½" x 11" or 11" x 17" (reproducible).
8. A typed and certified list, prepared by title company, of all property owners of record within 300 feet of the proposed rezone.
9. A copy of the Assessor's Map showing specific parcels proposed for rezone and the immediate vicinity.
10. An Environmental (SEPA) Checklist.

*NOTE: Although applications may be submitted at any time, site specific rezone requests are only reviewed twice each year beginning on April 1 and October 1.*

*Applicants are required to post the project site with a sign provided by the City within seven days of this application being deemed complete. Please contact City staff for more information.*

## **Sample of Bill Formatting**

1. Fence height is measured to the top of the fence, excluding posts. Point of ground measurement shall be the high point of the adjacent final grade. ~~the average grade five (5) feet on either side of the fence.~~
  
2. Fences, walls, and hedges are permitted within all yard areas provided that regardless of yard requirements, no closed gate, garage door, bollard or other feature shall obstruct a driveway or other motor vehicle private ingress within twenty (2) feet of a street right-of-way nor they do not obstruct automobile views exiting driveways and alleys (see clear vision triangle). This 20-foot requirement is not applicable within the downtown exempt parking area as illustrated at Figure 38-2. Additional exceptions may be granted in accordance with OMC 18.38.220(A)(2).
  
3. ~~Solid fences or walls higher than two (2) feet within the front yard area are prohibited; this does not include hedges.~~ Front yard fences, of common areas, such as tree, open space, park, and stormwater tracts, must be a minimum of ~~fifty (50)~~ twenty-five (25) percent unobstructed, i.e., must provide for visibility through the fence. See ~~Figure 40-2.~~

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



12/1/2016

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Keith Stahley, Director,  
Community Planning and Development

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Date

Answer the following questions (attach separate sheet):

- A. How is the proposed zoning consistent with the Comprehensive Plan including the Plan's Future Land Use map as described in OMC 18.59.055? If not consistent, what concurrent amendment of the Plan has been proposed, if any?

No rezoning of areas within the City is proposed. The text amendments correct typos, provide clarity, or address provisions in the code that are outdated as currently written.

- B. How would the proposed change in zoning maintain the public health, safety and welfare?

The proposed changes are minor in nature and address provisions in the code that have been confusing to the public or staff. Staff does not believe the proposed amendments would impact public health, safety, or welfare in a negative way.

- C. How is the proposed zoning consistent with other development regulations that implement the Comprehensive Plan?

The proposed amendments are minor in nature and are not anticipated to impact any other development regulations that implement the Comprehensive Plan.

- D. How will the change in zoning result in a district that is compatible with adjoining zoning districts?

The proposed amendments are minor in nature and are not anticipated to impact compatibility between zoning districts.

- E. Please describe whether public facilities and services existing and planned for the area are now adequate, or likely to be available, to serve potential development allowed by the proposed zone.

The proposed amendments are minor in nature and should have no impact on whether or not public facilities and services, existing or planned, are adequate for any future proposed development in the City. The proposed changes are intended to correct typos, remove references to code sections that no longer exist, to provide clarity regarding standards and permit processing.