

# Rezone Submittal Checklist



**Snohomish County**  
Planning and Development Services

## I. Project Information

Project Name \_\_\_\_\_

Rezone from \_\_\_\_\_

to \_\_\_\_\_

Comprehensive Plan Designation: \_\_\_\_\_

### PDS Use Only

Is checklist complete?

- Yes
- No, asked Applicant for missing details
- No, requires other follow up

## II. Applicability

This checklist applies to **rezone** applications in unincorporated Snohomish County under Chapter 30.42A SCC.

For rezones that also require an amendment to the comprehensive plan (not common), see <https://snohomishcountywa.gov/2151/Docketing-Process> for guidance on the docketing process.

**Not sure if this is the correct checklist for your project?**

Contact PDS [Ask Permit Tech](#) for help!

### III. Electronic Plan Review Standards

All items submitted on [MyBuildingPermit.com](http://MyBuildingPermit.com) should meet the requirements in Assistance Bulletins #[111](#) (General Electronic Standards). The following specifies general requirements:

PDS	Applicant	
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**Acceptable File Types.** Submit all files in a PDF format.

**File Naming.** Name your documents to match the items in the following sections (e.g. Project Narrative, Site Plan, Public Notice Payment Agreement, etc.).

**Site Plan Standards.** All site plans must be drawn to scale using a standard scale. Each sheet shall state the scale and untitled viewports must be turned off. See Assistance Bulletin #[112](#) (Standards for Plans).

**Plan Orientation.** Plans must be drawn in a consistent orientation, generally in “landscape” format in the horizontal position

### IV. Required and Optional Documents

Items on this checklist are required to determine a complete application per [SCC 30.70.040](#). Applicants must complete and submit this checklist as part of their application. Planning and Development Services (PDS) will verify completeness before accepting the application for further processing.

**A. Required Documents.** These documents are *always required* unless otherwise noted. Any NAs written in this section of the checklist will result in the application not being accepted.

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**Master Permit Application.** This form is available at [this link](#), and must be signed by the owner(s) of the subject property.

**Project Narrative.** See the Project Narrative Checklist on page 3 for requirements.

**Site Plan.** See the site plan checklist on page 5.

**Public Notice Payment Agreement.** The form is available at [this link](#)

**Optional: Any supporting Documents** that may be helpful to explain or support the rezone request.

## V. Project Narrative Checklist

This section provides a checklist for items that must be in a rezone project narrative. In general, the narrative is a written description of how the request complies with the decision criteria of Chapter 30.42A SCC, as well as how the request is in line with a general change in circumstance. The narrative does not need to be written in the order of the checklist items. The content of the narrative will **not be verified at submittal**, but all applicable items are requested to be included.

**A. Required information for all rezone requests.** Please include all listed items within the narrative.

### Applicant

Current zoning.

Proposed zoning.

Comprehensive Plan Future Land Use Designation.

If applying for other approvals or permits concurrently, or if the applicant will apply for an additional land use proposal, include a short description of the project. (Example: We are submitting the requested rezone to LDMR concurrently with an application for a 12-unit townhouse subdivision. OR, the applicant will likely apply for a 25 lot preliminary subdivision if the rezone request to R-7,200 is approved by the Hearing Examiner.)

Describe how the proposal is consistent with the comprehensive plan (SCC 30.42A.100(1). This means, for instance, that the requested zone must be an implementing zone of the future land use designation, and the rezone is consistent with comprehensive plan policies.

Describe how the proposal bears a substantial relationship to the public health, safety, and welfare (SCC 30.42A.100(2)).

Include a discussion of changes in circumstances that help justify the rezone. This is required to demonstrate compliance with decision criteria SCC 30.42A.100(3).

Provide a statement that the performance standards cited by SCC 30.42A.100(3) either do or do not apply and why. SCC 30.42A.100(4) requirements vary on the situation.

Provide a list of documents/reports included in the submittal.

**B. Additional information** that should be present in the rezone narrative for specific types of rezone requests as described below. If the items does not apply to the subject application, please mark NA.

**Applicant**

- For rezone requests to Business Park (BP), Industrial Park (IP), or Planned Community Business (PCB) zoning, **AND** where the site is over 5 acres, the rezone must be submitted concurrently with another application type to fulfill requirements of SCC 30.31A.200.
- For rezone requests to the General Commercial (GC) zone, the rezone must be submitted concurrently with an official site plan per SCC 30.31B.200.
- For rezone requests to Rural Business (RB), Rural Industrial (RI), Rural Freeway Service (RFS), or Clearview Rural Commercial (CRC) zoning, describe how the proposed rezone meets the applicable criteria under Chapter 30.31F SCC.
- For rezone requests to the Rural Business (RB) zone, explain which one of the following options applies.
  - 1) This will be a new location for RB zoning;
  - 2) This will be an expansion of an existing RB zone; or
  - 3) This will cover on a portion of a site, and is for a pre-existing commercial use permitted or otherwise allowed in the RB zone that existed on or before January 1, 2003.

See SCC 30.31F.020 for further required elements and decision criteria for a RB rezone request.
- For rezone requests to the Rural Freeway Service (RFS) zone, the rezone must be submitted concurrently with an official site plan per SCC 30.31F.200(3).

**VI. Site Plan Checklist**

**A. Required information** to be displayed on all rezone request site plans.

PDS	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	Project name.
<input type="checkbox"/>	<input type="checkbox"/>	Project file number (or placeholder for one when assigned).
<input type="checkbox"/>	<input type="checkbox"/>	Sheet title, such as "Site Plan" or "Existing Conditions."
<input type="checkbox"/>	<input type="checkbox"/>	Sheet index (if submitting a plan set).

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Section, Township, Range.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Graphic Engineer's scale clearly indicated on plan view (turn off all untitled viewports so that PDS can confirm the scale). |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Date of preparation.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Legend of displayed layers and line widths not otherwise identified on the plan.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity map located in the top right hand corner.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Site address (if assigned).  |
| <input type="checkbox"/> | <input type="checkbox"/> | Tax Account number(s) of the subject property and adjacent properties.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description(s) of the subject tax parcel(s).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, address, email, and phone number of the applicant, contact person, property owner(s), and plan preparers.              |
| <input type="checkbox"/> | <input type="checkbox"/> | Comprehensive plan future land use designation.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed zoning designation.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Site boundary and property dimensions.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify zoning and land uses adjacent to the proposed rezone.   |

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**B. Additionally required** information on site plans for rezone requests to **RB zoning**. All applicable elements described in SCC 30.31F.020 must be displayed based on the type of RB rezone request.

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Display total net useable area. Net useable area is the total site area less crucial areas and their required buffers, public rights-of-way, private roads, detention/retention areas, and biofiltration swales (SCC 30.31F.020(2)(d)).  |
| <input type="checkbox"/> | <input type="checkbox"/> | If any commercial use(s) exist on the site, show location of any such use(s) on the site (e.g. the building, parking, access and other areas necessary for the commercial use). Also show locations(s) of non-commercial uses on the site that will not be part of the rezone. |

Inset sketch or detail showing surrounding zoning within 2 ½ miles of subject property if newly proposed RB zone (SCC 30.31F.020(2)(c)).

 

If an expansion to an existing RB zone is proposed, display the existing RB zoned area and a common property boundary.

## VI. Filing Fees

PDS will calculate fees due after receiving your application. Payment of fees is part of filing a complete project application.

## VII. Checklist Authority

The Director of Snohomish County Planning and Development Services is authorized under SCC [30.70.030](#) to establish and revise permit application submittal requirements. These requirements are established as shown above and shall be on file with the Department. Due to site-specific or project-specific circumstances, the Director or their designee may waive individual requirements on a case-by-case basis.