



**Snohomish County**  
Planning and Development  
Services

Visit us at :

2nd Floor Robert J. Drewel Bldg.  
3000 Rockefeller Avenue  
Everett, WA 98201

425-388-3311  
1-800-562-4367, ext. 3311



#### ONLINE INFORMATION

[www.snohomishcountywa.gov/1190](http://www.snohomishcountywa.gov/1190)



This Assistance Bulletin only applies to property within unincorporated Snohomish County and does not apply to property within incorporated city limits.

# Docketing Process

Assistance Bulletin

# # 5

Revised July 2020

[WWW.SNOCO.ORG](http://WWW.SNOCO.ORG)

Keyword: Assistance Bulletins

## What is docketing?

Docketing is Snohomish County's public process for individuals, organizations, businesses and outside agencies to propose amendments to the county's comprehensive plan. The next opportunity for final consideration by the County Council of docket applications to change the county's comprehensive plan maps, policies, or text will occur in conjunction with the county's 2024 update of the comprehensive plan. An update of the county's comprehensive plan is required every eight years under the state Growth Management Act (GMA) to assure that the county's plan will remain a useful and relevant guide for planning the county's future.

## What is the purpose of the docketing process?

As required by the GMA, Snohomish County adopted a public participation procedure, called docketing, for persons interested in suggesting changes to its GMA-based comprehensive plan. The docket consists of a list of non-county initiated comprehensive plan amendment requests which the county will review along with county-initiated plan amendments as part of the 2024 plan update.

## When is the deadline for docket applications?

The deadline to apply for the docket as part of the 2024 plan update is **October 30, 2020**. Docket applications are available online or at the Department of Planning and Development Services (PDS) Customer Permitting Center at 3000 Rockefeller Ave., 2nd floor of the Robert J. Drewel Building. You can also find the docket application on the [Snohomish County website](http://www.snohomishcountywa.gov).

## How do I begin the process?

A pre-application meeting is recommended prior to submitting a docket application. To schedule a pre-application meeting, please contact Steve Skorney, Senior Planner, at (425) 262-2207 or email [steve.skorney@snoco.org](mailto:steve.skorney@snoco.org). The pre-application meeting is an opportunity for you to discuss your proposal and for PDS staff to explain the submittal process and required information.

You can learn more about the docketing process on Snohomish County's website at <https://snohomishcountywa.gov/2151/Docketing-Process>

This bulletin is intended only as an information guide. The information may not be complete and is subject to change. For complete legal information, refer to Snohomish County Code.

## How much does it cost to submit a docket?

The fees and costs required for processing a docket proposal are non-refundable and payment does not guarantee county approval. An applicant is responsible for the following fees and costs:

- The initial docket review fee is \$1,601.65.
- The final docket review fee is \$2,343.25 if a proposal is placed on the final docket by the County Council.
- Additionally, the applicant must pay the cost of environmental review if the proposal is placed on the final docket and the proposal has probable significant adverse environmental impacts not previously analyzed under the State Environmental Policy Act (SEPA).
- The applicant must pay the cost of printing, publishing and mailing of notices for any required public hearing and SEPA notifications.

## What information should I be prepared to provide as a part of my application?

At the time of your application submittal, you will need to provide the following:

1. A completed and signed application which includes:
  - a. A description of the proposed amendment including proposed map or text changes.
  - b. The location of the property that is the subject of amendment on an assessor map dated and signed by the applicant, if the proposal is for a future land use map amendment.
  - c. A legal description and a notarized signature of one or more owners, if a rezone is requested by owners concurrent with a requested future land use map amendment.
  - d. An explanation of why the amendment is being proposed.
  - e. An explanation of how the proposed amendment is consistent with the GMA, the countywide planning policies, and the goals, objectives, and policies of the county GMA comprehensive plan.
  - f. If applicable, an explanation of why existing comprehensive plan language should be added, modified, or deleted.
  - g. If a proposal includes an expansion of an urban growth area (UGA) that would increase residential or employment land capacity and the most recent buildable lands report indicates that no additional residential or employment land capacity is needed in that UGA, the proposal must also include a proposed area for removal of land from the UGA so that the residential or employment land capacity is not increased. The properties proposed for removal from the UGA must be contiguous with the UGA boundary and be rural in character with rural densities.
2. The initial docket fee.
3. A completed and signed environmental checklist.
4. A signed acknowledgement of the additional costs associated with docket processing and review.

## What happens after my docket application is submitted?

1. **Initial Docket Review:** After submittal by the **October 30, 2020** deadline, PDS conducts an initial review and evaluates the docket proposal for consistency with the following criteria:

- a. The proposal is consistent with the countywide planning policies, the multicounty planning policies, the GMA, and other applicable state and federal laws.
- b. Any proposed change in the designation of agricultural, forest, and mineral lands is consistent with the designation criteria of the GMA and the comprehensive plan.
- c. If the proposal was previously reviewed by the county council or planning commission, have circumstances significantly changed to support the current proposal.

PDS is required to transmit an initial docket evaluation recommendation for each proposal to the County Council no later than **March 31, 2021**. PDS shall recommend that the docket proposal be further processed on a final docket only if the proposal meets all of the initial docket review criteria.

The County Council will hold a public hearing to consider the PDS recommendation, and determine which docket proposals should be processed further for final review and action by no later than **December 2021**.

2. **Final Docket Review:** An applicant whose docket proposal is placed on the final docket is required to pay a final docket review fee and pay SEPA review costs if the proposal requires an environmental impact statement analysis. PDS is required to prepare a report including a recommendation on each final docket proposal. PDS will recommend approval to the County Planning Commission if all of the following final docket review criteria are met:

- a. The proposed amendments maintain consistency with other plan elements or development regulations.
- b. All applicable elements of the comprehensive plan support the proposed amendments.
- c. The proposed amendments more closely meet the goals, objectives and policies of the comprehensive plan than existing plan or code provisions.
- d. The proposed amendments are consistent with the countywide planning policies.
- e. The proposed amendments comply with the GMA.
- f. New information is available that changes the underlying assumptions and supports the proposed amendments.

PDS will forward final docket recommendations to the Planning Commission, who then hold a public hearing and transmit its recommendations to the County Council. The County Council shall receive all final docket recommendations **within 24 months** of the date the County Council set the final docket.

When considering a final docket proposal, the following options are available to the County Council including:

- a. Adopting the final docket.
- b. Amending and adopting the final docket proposal.
- c. Removing the proposal from the final docket.
- d. Not introducing an ordinance to approve the final docket proposal.
- e. Delaying consideration of the proposal to a future docket.
- f. Otherwise not taking action on the proposed amendment.

**You can learn more about the docketing process on Snohomish County's website at <https://snohomishcountywa.gov/2151/Docketing-Process>**

# Snohomish County Docketing Process Steps

