



CITY OF ABERDEEN
Community Development Department

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REZONE PERMIT APPLICATION/INSTRUCTIONS

The following are the procedures for changing the zoning of property or the text of the zoning code to reflect changing circumstances, needs and policies.

The property owner, an authorized agent of the owner or the city may apply for the reclassification of property. The city may initiate a rezone through the Planning Commission or by the City Council passing a motion. Any person or department staff may request that the Planning Commission or City Council initiate a rezone. The Community Development Department and/or the Applicant shall complete all the necessary forms and provide all other information needed for applications.

1) **Application Page:** Please answer completely, all of the questions on the application page (below). Failure to answer any of the questions may cause a delay in the acceptance of the application.

2) **Vicinity Map:** Please upload and attach a vicinity map that has a small circle (roughly 1 inch) around the area in which your property is located.

3) **Map Page:** Please upload and attached to this application a map page drawn to an engineering scale with a north arrow, including the following information):

- a) Dimensions of all existing lots and any proposed new lots, if applicable.
- b) Adjacent street names and locations.
- c) Existing or proposed easements for access, drainage and/or utilities.
- d) Existing structures and distances to property lines.
- e) Proposed structures and distances to property lines.
- f) Identify parcels as Lot 1, Lot 2, etc., so they match the legal description of the property, If you do not know the legal description, Grays Harbor County Assessor's office has that information. They can be reached at 360.249.4121 or by linking to http://www.co.grays-harbor.wa.us/government/treasurer/parcel_search.php
- g) Existing well, septic tanks and/or drainages; distances to property lines, if applicable.

4) **SEPA Checklist:** The Washington State Environmental Policy Act (SEPA) policies and procedures will generally apply to actions taken for zoning changes. Title 14 of the Aberdeen Municipal Code sets forth policies and procedures for SEPA compliance.

5) **Application Fee:** There is a fee of \$750.00. The application will not be reviewed nor considered complete until the fee is paid and all required documents are received. *Please see note.*

Note: Rezone Permit applications require a public hearing before the Hearings Examiner. An additional fee for the cost of the hearing will be due prior to receiving the Hearings Examiner's decision. The applicant or an authorized representative must be present at the public hearing or the application may be denied.

Please see the final pages for the rezone review procedures.

Please answer all questions to the best of your ability. You may attach separate pages if necessary. If you have any questions contact the Community Development Department at the City of Aberdeen.

APPLICATION PAGE

Date Project Name (if applicable):

Parcel Number: Situs Address:

Applicant and/or Owner Name:

Mailing Address:

Email: Phone:

Petitioning Property Owners (if any-include names & addresses):

Existing Zoning: Requested Zoning:

Legal Description(s):

Size of Subject Property:

Proposed Use of Property:

Please explain why the proposed rezone will be of benefit to the City and the general public.

Please list any conditions that you propose to place on the rezone that will safeguard the surrounding neighborhood from potential nuisances or hazards emanating from the subject property.

I hereby certify that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the above statements and those contained in any papers or plans submitted herewith are true to the best of my knowledge.

Applicant Signature:

Date:

Owner Signature: (if different)

Date:

REZONE REVIEW PROCEDURE

The applicant/agent shall submit an application and any required fees to the Community Development Department. The department shall review the application and submittals and determine if it is complete. The application shall not be deemed filed until the application is complete and all required fees have been paid. The department may establish deadlines for application. Deadlines shall not be established more than thirty (30) days before Planning Commission meeting dates. The Planning Commission may limit the number of applications to be considered at a meeting as part of the Commission's rules of procedure.

Within five working days of the filing of the application, the department shall provide a copy of the application to the Community Development Department. A SEPA review shall then be conducted as provided by Chapter 14.04.

After a SEPA determination has been issued for an application, the department shall include the application on the agenda at the next available Planning Commission meeting where the application can be accommodated and notice given as provided in Section 17.64.080.

The Planning Commission shall conduct a public meeting on the application. At the meeting, members of the Planning Commission may request such additional information as is reasonably necessary to evaluate the application.

After the public meeting, the Planning Commission shall make a recommendation on the application.

- 1) The decision may be made at the same public meeting or at a later date.
- 2) The recommendation shall be based on the decision criteria in Section 17.64.060.
- 3) The Planning Commission may recommend conditions on the proposal or may recommend adoption of a more restrictive zoning district than requested in the application.
- 4) The Planning Commission shall adopt findings of fact and conclusions regarding the application.
- 5) The Community Development Department shall transmit in writing the recommendation and the findings of fact and conclusions of the Planning Commission to the City of Aberdeen's Hearings Examiner within 15 days of the date the recommendation was decided.

Before rendering a decision on the application, the Hearings Examiner shall hold at least one public hearing thereon, as applicable. The Hearings Examiner shall have the authority granted for the conduct of quasi-judicial hearings and may prescribe additional rules and regulations.

At the conclusion of oral testimony at a public hearing, the Hearings Examiner may establish the date and time at which the public records will close. The public records may be extended beyond the public hearing for the purpose of allowing written testimony to be submitted. The extension shall not exceed then (10) working days after the conclusion of oral testimony. All decisions of the Hearings Examiner shall be rendered within ten working days after the date the public record closes.

The Hearings Examiner's decision shall be based upon the policies of the comprehensive planning documents of the city, shoreline master program, the standards set forth in the various development regulations of the city or any other applicable programs adopted by the City Council.

The Hearings Examiner may grant or deny the application, or may attach reasonable conditions, modification and restrictions found necessary to make the project compatible with its location and to carry out the goals and

policies of the applicable comprehensive plan, shoreline master program or other applicable plans or programs adopted by the City Council.

The decision of the Hearings Examiner on all matters is final and conclusive, unless appealed to Grays Harbor County superior court as provided for in this code or the City of Aberdeen Shoreline Master Program.

The Hearings Examiner will be reviewing whether or not the following criteria has been met:

- 1) The rezone bears a substantial relationship to the public's health, safety or welfare.
- 2) The rezone is in accordance with the comprehensive development plan and the policies of the proposed zoning district.
- 3) The rezone is warranted because of changed circumstances, the need for additional property in the proposed zoning district, or because the proposed zoning district is appropriate for reasonable development of the subject property.
- 4) The subject property is suitable for development in general conformance with zoning standards under the proposed zoning district.
- 5) The rezone will benefit the city as a whole, but will not be substantially detrimental to nearby uses.
- 6) The rezone complies with all other applicable criteria and standards of the Aberdeen Municipal Code.

If the application for rezone is approved by the Hearings Examiner, it will then be forwarded on to the Aberdeen City Council to amend the official zoning map for the City of Aberdeen. This requires an Ordinance to be brought forward to amend the zoning map.