



**COMPREHENSIVE PLAN  
TEXT AMENDMENT  
SUBMITTAL REQUIREMENTS**

The Washington State Growth Management Act allows cities to consider proposed amendments to their comprehensive plans no more frequently than once per calendar year. Chapter 16.30 of the Black Diamond Municipal Code establishes the process through which plan amendments may be proposed.

**Submittal Requirements**

*Sufficient N/A*

<input type="checkbox"/>	<input type="checkbox"/>	1. <b>One copy</b> of a completed City of Black Diamond Master Planning Permit Application form.
<input type="checkbox"/>	<input type="checkbox"/>	2. <b>Ten copies</b> of a written narrative addressing each of the following: <ol style="list-style-type: none"> <li>1. Describe the proposed text amendment, indicating the exact nature of the change being sought. Include suggested text language. Also, if the proposal is to amend or delete existing text, include the applicable Comprehensive Plan citation and use <u>underline</u> to indicate new text and <del>strikeout</del> for text proposed for deletion.</li> <li>2. Statements addressing the purpose of the amendment and why the amendment is being requested, addressing this criteria:             <ul style="list-style-type: none"> <li>• The proposed change will further and be consistent with the goals, objectives and policies of the comprehensive plan; and</li> <li>• Alternatively, any of the criterion listed in BDMC 16.30.100.C.</li> </ul> </li> <li>3. Attach any additional information that supports your request.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	3. Application fee

**Application**

An application for a comprehensive plan amendment must be submitted to the Community Development Department by June 13, 2014 to be considered during the 2014 amendment cycle. To be considered, the application shall include all the items listed under the submittal requirements.

**Review**

The application will be reviewed by staff and forwarded to the Planning Commission. The Planning Commission will consider an assessment and recommendation on all proposed amendment requests from the staff, conduct a public hearing and shall make and forward a recommendation on each to the city council, most likely in the Fall. The City Council makes the final decision on all proposed amendments to the Comprehensive Plan.

**Questions:**

Please call the Community Development Department at 360-886-5700 if you have any questions regarding the application form or submittal requirements.