
REZONE PROCEDURE

REZONE FEES:

Rezone = \$1,810

Rezoning is a change to the official Zoning Map as it relates to a particular piece of property or to a larger area allowing the property to come under a different list of development standards and allowed uses. Rezoning is required to be consistent with the Comprehensive Plan and Policies.

The procedure is as follows:

Meet with the Planning Department to determine which zoning classification is needed and whether a contract or conditioned rezoning is required to accomplish the goal of the project. At this meeting, the information that will be needed for the specific case at hand will also be determined.

Complete the application form and provide a list of the names and addresses of all property owners within 600 feet of the site to the Planning Department. That information is available at the County Assessor's office. A filing fee is required. Environmental review may also be required, depending on the specific facts of the case at hand.

Public Notice is provided by the Planning Department as follows:

Notice of Application Notice is published in the newspaper, mailed to all property owners within 600 feet and published in the monthly land use bulletin, starting a fifteen day comment period.

Notice of Public Hearing Notice of the public hearing before the Planning Commission is published in the newspaper, mailed to all property owners within 600 feet of the site and published in the monthly land use bulletin. It is also provided to any parties of record who may have commented on the Notice of Application. Open meeting notice is always provided of the Planning Commission agenda as well.

Action by the City Council One open public hearing is required before the planning commission and one public meeting before the city council, provided that a closed record appeal may be held in the event that a request for further consideration is filed:

1. Any person substantially affected by or interested in the planning commission's recommendation regarding a rezone decision may submit in writing to the city council a request for further consideration, which shall be filed with the city council by 5:00 p.m. of the fifteenth calendar day following the date of mailing of the planning commission's recommendation. When the last day of the request period so computed is a Saturday, Sunday or federal or city holiday, the request period shall run until 5:00 p.m. on the next business day. The request shall clearly identify specific objections to the planning commission's recommendation, facts missing from the record, and the relief sought.
2. After city council receipt of the request for further consideration, the city council shall mail a copy of the request for further consideration and instructions for those responding to the request to those individuals who were provided written notice of the planning commission's action, the parties of record. Such notice shall be mailed at least seven days prior to the date of the city council's closed public hearing to consider the request for further consideration.
3. If there is no request for further consideration, city council action shall be based on the record established by the planning commission. The city council may allow oral or written arguments based on the record.
4. If the city council examines the record and determines that a factual error exists or that essential information is missing from the record, the city council may:
 - a) Remand the request and record to the director for further consideration and report; or
 - b) Remand the request to the planning commission and direct the planning commission to conduct another hearing, limited to the consideration of perceived factual error or new information and to reconsider the recommendation; or
 - c) Open the record to correct the factual error or receive the new information. The city council shall conduct a hearing on the new or corrected information. The city council may hear testimony from those who testified before the planning commission, and may accept written or oral argument based on the record. Notice of the hearing shall be mailed at least seven days prior to the hearing to the parties of record.



REZONE APPLICATION

Shaded areas for official use only

REZONE # _____

DATE FILED

**RECEIPT
NUMBER** _____

NAME _____ **PHONE** _____

ADDRESS _____

ADDRESS OF PROPERTY IF DIFFERENT _____

LEGAL DESCRIPTION OF PROPERTY _____

**SIZE OF PROPERTY IN ACRES OR SQUARE
FEET** _____

PRESENT ZONING _____ **REQUESTED ZONING** _____

COMPREHENSIVE PLAN DESIGNATION _____

PROPOSED USE OR REASON FOR REZONE _____

**APPLICANT'S REPRESENTATIVE (IF
APPLICABLE)** _____

DATED THIS _____ **DAY OF** _____, 20 _____

SIGNATURE (MUST BE OWNER OR CONTRACT PURCHASER)

PLEASE ATTACH THE FOLLOWING:

1. **SITE PLAN, WITH DIMENSIONS, SHOWING PROPERTY BOUNDARIES, EXISTING AND PROPOSED STRUCTURES, STREETS, AND OTHER SIGNIFICANT PHYSICAL FEATURES**



PLANNING & PERMIT CENTER

833 S. Spruce Street
Burlington, WA 98233

(360) 755-9717
bplanning@burlingtonwa.gov

2. COMPLETED ENVIRONMENTAL CHECKLIST (*IF REQUIRED*).
3. LIST OF PROPERTY OWNERS LOCATED WITHIN 600 FEET OF THE SITE, TO BE OBTAINED FROM THE COUNTY ASSESSOR'S OFFICE.

NAMES AND ADDRESSES OF PROPERTY OWNERS WITHIN 600 FEET OF ANY PORTION OF THE LAND WHICH IS BEING ADVERTISED FOR PUBLIC HEARING.

THE ONLY LIST OF OWNERS NAMES & ADDRESSES THAT WILL BE ACCEPTABLE MUST BE CREATED BY: THE *SKAGIT COUNTY ASSESSOR'S OFFICE*.

THIS LIST ALONG WITH THE MAP SHOWING THE 600 ' AREA MUST BE SUBMITTED TO MAKE THIS A COMPLETE APPLICATION. NO OTHER LIST WILL BE ACCEPTED.

SKAGIT COUNTY ASSESSOR'S OFFICE

Administration Building, Room 204
700 South 2nd Street
Mount Vernon, WA 98273

Phone: (360) 336 - 9370

Fax: (360) 336 - 9308
