



# COMPREHENSIVE PLAN TEXT AMENDMENT INSTRUCTIONS AND CHECKLIST

Final Revised 12/21/23
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This packet is designed to assist you in preparing a text amendment request to the Yakima County Comprehensive Plan – **Horizon 2040**. Requests must be submitted to Yakima County Public Services - Planning Division, First Floor Yakima County Courthouse at 128 N. 2<sup>nd</sup> Street, Yakima, WA 98901, prior to the published deadline date which is the last business day in January, Monday through Friday, during business hours between 8:00 am to 4:00 pm, except holidays. Items received after the January deadline may be processed in the next biennial amendment cycle.

**NOTE: There is no application fee for text amendments except the fee for the SEPA Checklist if the Planning Commission docket the proposed amendment.**

## **Comprehensive Plan Text Amendment Process**

After the request is submitted by the applicant, the Administrative Official will determine whether or not the proposed amendment meets the criteria in Yakima County Code (YCC) 16B.10.095(6). If it does, the planning staff will forward the request to the Planning Commission for the March meeting to consider docketing amendments to the Yakima County Comprehensive Plan - **Horizon 2040**. The Planning Commission will review the merits of the proposal against the docketing criteria in YCC 16B.10.040(7). If docketed, the application will be placed on the Planning Division's Work Program for that year's amendment cycle. The request will be reviewed by staff and presented to the Planning Commission for their review during a series of study sessions and then a public hearing for the Planning Commission to make a recommendation to the Board of Yakima County Commissioners. The Board of Yakima County Commissioners will then hold a public meeting and/or a public hearing to consider the Planning Commission's recommendations for adopting amendments to the Comprehensive Plan in accordance with YCC 16B.10.040(12).

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Please provide the following information at the time of submittal. If any of this information is not provided, we will be unable to process your request.

- ☐ A completed General Application Form.
- ☐ A completed Comprehensive Plan Text Amendment Request Form and required supporting documents.
- ☐ The proposed text amendment typed on a separate page. The proposed text amendment should be presented in strikethrough and underlined format.
- ☐ A written narrative including the reasons for the suggested amendment and how it meets the applicable criteria in YCC 16B.10.095(5) Please see the review criteria to complete responses to the written narrative.
- ☐ If docketed, a completed SEPA Environmental Checklist, including the Supplemental Sheet for Non-Project Actions will need to be submitted with fee as per the adopted Fee Schedule (YCC Title 20, Table 20.01.070-5).

Any questions regarding this process should be directed to the Yakima County Planning Division – Long Range Section at (509) 574-2300.