



# Comprehensive Plan Amendment Submittal Requirements

Proposals for site-specific Comprehensive Plan Amendment applications may be submitted with or without a concurrent rezone application.

**You must apply for this permit online** and upload PDF documents through MyBuildingPermit. Paper plans are not accepted.

## Comprehensive Plan Amendment (AC)

Required Documents
Bill-To Form
Environment Checklist or Previous Environmental Review
Metes & Bounds Legal Description
Preapplication Conference Letter (if conference was held)
Subarea Map with Property Identified
Title Report
Noticing Requirements - The City of Bellevue provides mailed noticing (including labels) for all property owners within 500 feet of any boundary of subject property proposed for site-specific amendment. In conjunction with publishing the notice of application, the city will install as many 2-sided public information signs on the site as needed if the proposal involves a specific property. The applicant will pay \$230 per sign.

## Other Requirements

- If a predevelopment conference was held, submit one copy of the letter.
- The property owner is responsible for the accuracy and completeness of all information provided with or affecting the application submittal.
- If the property contains or is adjacent to critical areas (streams and stream buffers, wetland, floodplains, and geologic hazard area), additional information may be required.
- Critical area information may be subject to confirmation by the city at additional cost to the applicant.
- Fees are due at submittal. Additional fees are due at issuance and may be due in monthly billings.