

## COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST

The Comprehensive Plan articulates a series of goals, objectives, policies, actions, and standards intended to guide the day-to-day decisions of elected officials and local government staff. Lynnwood is required to adopt a Comprehensive Plan by the Growth Management Act.

The Growth Management Act allows amendments to comprehensive plans only once per year, except in specified unique or emergency situations. Lynnwood accepts amendment applications from January 30th to March 31st. Amendments are considered by the Planning Commission and City Council only once every year. If you are considering applying for an amendment, please contact the Community Planning staff for guidance.

- Note:**
- We reserve the right to request additional information and documents as needed
  - Please refer to the [Electronic Submittals Checklist](#) for naming conventions and other requirements
  - Please see [Lynnwood Municipal Code 18.04](#)
  - Applications are not complete until fees have been paid
  - If you have questions, please contact [planning@lynnwoodwa.gov](mailto:planning@lynnwoodwa.gov)

### Submittal Requirements

#### Meeting with Community Planning

Prior to application, it is suggested but not required to meet with the Community Planning staff to discuss the proposal, timelines and application requirements. Please contact [planning@lynnwoodwa.gov](mailto:planning@lynnwoodwa.gov) at least three weeks in advance of preferred meeting date to schedule.

#### Project Narrative Document providing the following information

- Site Description (size, location, Future Land Use (FLU) and zoning designations, etc.)
- Description of Project or Proposal  
List of Current and Proposed Use(s)
- Description of any community engagement or public meetings, if applicable
- For text amendments
  - A statement citing the specific text for which the amendment is sought
  - The proposed text amendment language

A list of other provisions of the Comprehensive Plan and Lynnwood Municipal Code that may be affected by the proposed amendment

- A written statement explaining how the proposed amendment and associated development proposals (if any) is consistent with the following criteria as outlined in [LMC 18.04.070](#)
  - Is the proposal consistent with the provisions of the Growth Management Act (GMA) and will not result in conflict with the Comprehensive Plan or applicable regulations?
  - Will the proposal change the development or use potential of a site or area without creating significant adverse impact on existing sensitive land uses, businesses, or residents?
  - Can the proposal be accommodated by all applicable public services and facilities, including transportation?
  - Will the proposal help implement the goals and policies of the Lynnwood Comprehensive Plan

This document does not substitute for codes and regulations.  
The applicant is responsible for compliance with all codes and regulations.

- Could the proposal have significant impacts beyond the Lynnwood city limits?
- A written statement explaining how the proposed amendment and associated development proposals (if any) is consistent with the following criteria as outlined in Strategy I-W of the [Comprehensive Plan](#)
  - The proposal is consistent with the provisions of the Growth Management Act and will not result in Plan or regulation conflicts
  - The proposal will change the development or use potential of a site or area without creating significant adverse impacts on existing sensitive land uses, businesses, or residents
  - The proposed amendment can be accommodated by all applicable public services and facilities, including transportation
  - The proposal will help implement the goals and policies of the Lynnwood Comprehensive Plan

If the proposal could have significant impacts beyond the Lynnwood City Limits, it has been sent to the appropriate Snohomish County officials for review and comment.

- Permits submitted concurrently
- Identification of other permits not included in the application to the extent known

### Other Reports and Documents

- For Future Land Use (FLU) Map amendments:
  - A site plan identifying the site boundaries, setbacks, and the site's existing and proposed Comprehensive Plan Future Land Use (FLU) and Zoning designations
  - Vicinity map (can be included on the site plan)
- A title report less than 30 days old including Schedule B
- [SEPA Checklist](#) unless the project is categorically exempt
- An application for Rezoning, if applicable