



# Site Specific Rezone Permit Application Form

PA-04  
APPLICATION

**Community Development Department**  
501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) commdev@ci.ellensburg.wa.us

A pre-application meeting is required prior to submitting a Rezone application. Site-specific rezones to change the current zoning of a property to a new zoning category that is consistent with the comprehensive plan land use designation for the property are reviewed as Type IV processes. Type V reviews involve the legislative revisions to the zoning map for area-wide changes including comprehensive plan updates and those proposed to implement subarea plans.

Application Fee: \$1200 (Pre-App Fee: \$500 may be applied here also)

In addition to the existing application fee, the applicant shall be required to pay a \$600 Hearing Examiner fee. If the Hearing Examiner fee is less than \$600, the difference shall be returned to the applicant. If the Hearing Examiner fee exceeds \$600, the additional cost shall be billed to and paid by the applicant.

The Planning Division will be unable to accept your Rezone Application if you fail to provide ALL of the following required material.

| OFFICIAL USE ONLY:               |  |
|----------------------------------|--|
| <b>Staff Person:</b>             |  |
| <b>Date Submitted:</b>           |  |
| <b>Fee Total:</b>                |  |
| <b>FILE #:</b>                   |  |
| <b>Associated Permit File #:</b> |  |

**PROPERTY OWNER:** (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)

|                      |             |  |
|----------------------|-------------|--|
| Legal Owner Name(s): | Day Phone:  |  |
| Mailing Address:     |             |  |
| E-mail:              | Cell Phone: |  |

**\*APPLICANT:**     Owner     Contractor     Tenant     Other

|                  |             |  |
|------------------|-------------|--|
| Name:            | Day Phone:  |  |
| Mailing Address: |             |  |
| E-mail:          | Cell Phone: |  |

**CONTACT PERSON:**     Owner     Contractor     Tenant     Other

|                  |             |  |
|------------------|-------------|--|
| Name:            | Day Phone:  |  |
| Mailing Address: |             |  |
| E-mail:          | Cell Phone: |  |

**PROJECT INFORMATION:**

|                                   |  |                                     |  |
|-----------------------------------|--|-------------------------------------|--|
| Parcel Number(s)<br>of Site:      |  |                                     |  |
| Site Address (if any):            |  |                                     |  |
| Current City Zoning Designation : |  | Requested City Zoning Designation : |  |

**PROJECT INFORMATION:**

Ellensburg City Code 15.250.060 requires that application for site specific rezone amendments to the zoning district map may only be approved if/all the following criteria are satisfied. Please include responses as an attachment.

(INCLUDE RESPONSES AS AN ATTACHMENT TO THIS APPLICATION)

**1. Narrative project description (include as attachment):** Please include at a minimum the following information in your description: describe project size, location, and all qualitative features of the proposal; include every element of the proposal in the description.

**2. Applicant for rezone must demonstrate that the following criteria are met (attach additional sheets as necessary):**

- A. Conditions have changed since the imposition of the zoning classification on the property.
- B. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare.
- C. The proposed rezone is consistent with the comprehensive plan; and
- D. The proposed rezone to a particular zoning district shall be consistent with the development standards in the LDC for the zoning district. :

Applicants may propose conditions to be imposed on the site specific rezone in order to mitigate any detrimental effect the rezone might have on uses or property in the immediate vicinity of the proposed rezone. Any conditions imposed by the city on the rezone shall be incorporated in a development agreement executed by the city council and the property owners(s), under the procedures set forth in RCW 36.70B.170 through 36.70B170 through 36.70B.200 and ECC Chapter 15.380 (Development Agreements)  
The burden of this demonstration is on the rezone applicant.

**3. Site Plan Requirements:**

The proposed project and dimensions in relation to the property boundaries. Show how the property is located in reference to existing streets, alleys and sidewalks.  
The proposed project and dimensions in relation to all existing and proposed development on the property. Show all existing buildings or structures on subject property and those proposed to be located on property with setback dimensions and distances between buildings.  
Show present and additional "off-street" parking, if required.  
(The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)

**SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:**

I, \_\_\_\_\_, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

|   |  |              |  |
|---|--|--------------|--|
| <b>Signature of Legal Owner:</b><br>(or Authorized Agent) |  | <b>Date:</b> |  |
|---|--|--------------|--|