



REZONE – SITE SPECIFIC/MINOR SUBMITTAL CHECKLIST

Per [LSMC 14.16C.090](#), a site-specific (minor) rezone is an amendment to a property's zoning designation (as established by Chapter 14.36 LSMC and the city's Official Zoning Map) in a manner that conforms to the city's comprehensive plan land use designation map and/or adopted subarea plan. Site-specific rezones must demonstrate compliance with the decision criteria in [LSMC 14.16C.090\(g\)](#).

Site-specific rezones are subject to a [Type IV land use review process](#) and require public notice and an open record public hearing before the Hearing Examiner, who then forwards a recommendation to the City Council for a closed record public hearing and decision. A site-specific rezone may be processed concurrently with another land use application for development (at the applicant's risk) or may be processed alone. In general, site-specific rezones that do not require a comprehensive plan land use map amendment are exempt from State Environmental Policy Act (SEPA) review.

Required Submittal Items:

1. Completed [Type IV/V/VI land use application](#) signed by owner / or authorized authority.
2. A description of all land proposed to be rezoned including a map highlighting the specific parcels.
3. A narrative addressing each of the decision criteria in LSMC 14.16C.090(g.1-10), establishing the rationale for the proposed map changes. No application shall be filed or accepted for filing which on its face will not comply with the Lake Stevens Comprehensive Plan or an adopted subarea plan. See LSMC Table 14.36-I for the city's land use/zoning compatibility matrix.
4. A traffic generation memorandum evaluating maximum PM peak hour trips generated under the existing zoning and the proposed maximum trips to be generated under the requested zoning. Please note rezones are exempt from concurrency per [LSMC 14.110\(b\)](#), but associated land use applications may be subject to concurrency.
5. Consolidated reviews of multiple project permit applications shall be subject to [LSMC 14.164.220\(9\)](#), and the time period for a final decision shall be the longest of the permit time periods identified in subsections (d)(1) and (d)(2).
6. Application fee as established by the [city fees resolution](#) in effect at the time of submittal.

For the city to accept applications as complete, the applicant must submit all required items. If you are unsure if an item is required, call 425-622-9400 and ask to speak to the planner who reviewed the pre-application submittal (if applicable) or the planner on duty.