



## REZONE – SITE SPECIFIC/MINOR SUBMITTAL CHECKLIST

A minor rezone is a Type IV permit, LSMC 14.16B.415 that conforms to the city's comprehensive plan, land use designation map and/or adopted subarea plan LSMC 14.16C.090. A site-specific rezone shall be reviewed following the procedures established in Chapters [14.16A](#) and [14.16B](#) for a Type IV review. There are two steps in the minor rezone process which includes a public hearing before the Hearing Examiner, who makes a recommendation to the city council. Then, the city council holds a closed record hearing for consideration of the Hearing Examiner's recommendation, and the council makes a final decision on the proposal. A minor rezone may be processed concurrently with another land use application for development, or may be processed alone. For the city to accept applications as complete, the applicant must submit the following required items applicable to the minor rezone. If you are unsure if an item is required call 425-622-9400 and ask to speak to the planner who was assigned to you at the pre-application or the planner on duty.

### Required Submittal Items:

1. Completed Type IV Council Decision Land Use Development 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 as outlined in LSMC 14.16C.090(g.1-10) 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 14.36.200, Table 14.36-I Land Use Designation/Zone Compatibility Matrix.
4. A traffic generation memorandum stating existing maximum 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 the associated land use application is subject to concurrency.
5. Any concurrent land use application to be submitted, as well as a letter of agreement from the owner/applicant to waive the most stringent process review time, as the rezone is be processed with the associated land use application.
6. Intake Fee.