



# City of Sumner

## Request for Change in Zoning Application

Community Development  
1104 Maple Street, Suite 250  
Sumner, WA 98390  
Tel. (253)299-5530 Fax: (253)299-5539  
[www.ci.sumner.wa.us](http://www.ci.sumner.wa.us)

(Please fill out ALL fields unless otherwise noted)

**File Number:** \_\_\_\_\_

Site/Project Address (if available):		Parcel #:		
Owner:	Phone:	Email:		
Owner Address:		City:	State:	Zip:
Surveyor/Engineer/Contractor:		Phone:	Contractor License Number:	
Address:	Email:	City:	State:	Zip:
Contact Person:	Phone:	Fax:		
Contact Address:	Email:	City:	State:	Zip:
<b>Description of Project:</b>				

### **Supporting Materials Required:**

**Office Applicant - (please check off all "applicant" boxes)**

**Site Plan**

**5 - Copies 11" x 17"**  
**1 - Full Sheet 24" x 36"**

Vicinity map

Existing & proposed zoning designations of all parcels  
Streets in relationship to the applicable zoning area  
Building envelopes and setbacks with all measurements in feet  
Stormwater/open space and easement locations if any

If proposing any new establishment (i.e. commercial, residential, etc):

Existing & proposed building envelopes and setbacks  
Location of fire hydrants and fire access lanes  
Environmental constraints (wetlands, rivers, etc) if any

**Cover Letter addressing criteria in SMC 18.52**

**2 -Copies 8.5" x 11"**

Describe change in zoning requested including all parcels affected  
and include printed names and signatures of all owners of properties to be rezoned  
Legal Description

**SEPA Checklist**

**5 - Copies 8.5"x11"**

**Title Report**

**2 - Copies 8.5"x11"**

**Mailing list of all property owners within 500 ft, 1000 if project is in M1 zone**

**2 - Sets of labels**

**Required Permit fee**

**\$3,000.00**

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

\*\*BY LEAVING THE CONTRACTOR INFORMATION SECTION BLANK, I HEREBY CERTIFY FURTHER THAT CONTRACTORS (GENERAL OR SUBCONTRACTORS) WILL NOT BE HIRED TO PERFORM ANY WORK IN ASSOCIATION WITH THIS PERMIT. (building permits only)

\_\_\_\_\_  
SIGNATURE OF OWNER / AUTHORIZED AGENT

\_\_\_\_\_  
PRINTED NAME

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Request for Changes in Zoning**  
**Applicant Information**

**Chapter 18.52**  
**REQUESTS FOR CHANGES IN ZONING**

Sections:

18.52.010 Application.

18.52.030 Criteria for granting.

*18.52.010 Application.*

Application shall be made in accordance with chapter 18.56 SMC, Procedures for Land Use Permits. (Ord. 1694 § 1, 1995)

*18.52.030 Criteria for granting.*

The hearing examiner and city council shall be guided by the following criteria in granting reclassification requests to the zoning map of this title.

A. The use or change in zoning requested shall be in conformity with the adopted Sumner comprehensive plan, the provisions of this title, and the public interest;

B. The use or change in zoning requested in the zoning map or this title for the establishment of commercial, industrial or residential use shall be supported by an architectural site plan showing the proposed development and its relationship to surrounding areas as set forth in the application form;

C. When the request is not in agreement with the Sumner comprehensive plan, the applicant shall provide evidence to the city council's satisfaction that there is an additional need for the requested land classification. (Ord. 1694 § 1, 1995)

**Frequently Asked Questions**

How long does it take to get a zoning change approved?

It typically takes 90-120 days to complete the review of a rezone.

What is the process for a change in zoning?

A rezone is a type Land Use Permit known as a Type VI.a Permit. This indicates recommendation and public hearing by the hearing examiner and recommendation to the City Council. The process is described as follows:

1. Application materials and fees are submitted to Permit Center by applicant.
2. Appropriate departments review for completeness.
3. The applicant is notified of additional needed documents.
4. When application is complete, a date is scheduled with the hearing examiner.
5. The public is notified of the application.
6. A public hearing is held where the Hearing Examiner reviews the information.
7. The Hearing Examiner makes a recommendation on the permit to the City Council.
8. City Council makes final decision.

How is the public notified of my application?

The City uses the following methods:

1. Publication in the official city newspaper
2. Mail notice about the application and the hearing data to owners of the property within a 300ft radius of the subject site, as well as to those people who have submitted substantial comments on the proposal.
3. Posting of the notice for comment at public information centers.
4. Posting on-site.