

**CITY OF PULLMAN, 190 SE CRESTVIEW ST., BLDG A., PULLMAN, WA 99163**

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**INFORMATION REQUIRED WHEN APPLYING FOR A ZONE CHANGE**

**APPLICATION**

A complete application must be filed with the Planning Division in sufficient time to allow for staff to review the application and give public notification of the hearing before the Planning Commission. An application will not be accepted until complete, as determined by the Planning Division. A complete application must include:

1. Application Form (attached).
2. Findings of Fact (see attached for explanation).
3. Environmental Checklist. The Environmental Checklist will be reviewed by the City’s designated “responsible official,” who will determine if there appears to be a probable significant environmental impact; if so, an Environmental Impact Statement (EIS) may be required.
4. Legal Description. The applicant shall submit a complete legal description that adequately describes the property for which the rezone is requested. This legal description will be checked and verified by the City engineering division; inadequate descriptions will be returned for correction.

**FEES**

1. Zone Change Application Fee .....\$ 400.00
2. Environmental Checklist Review Fee:.....\$ 150.00

**ASSISTANCE**

The Planning Division is available to answer any questions about an application by phoning (509) 338-3220.

RECEIPT NO.: \_\_\_\_\_  
DATE APPLICATION RECEIVED: \_\_\_\_\_  
DATE APPLICATION ACCEPTED AS COMPLETE: \_\_\_\_\_

CITY OF PULLMAN  
**ZONE CHANGE APPLICATION**  
Pullman City Code 17.115

**APPLICANT:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
STATUS (property owner, lessee, agent, purchaser, etc.): \_\_\_\_\_

**PROPERTY OWNER** (if different than applicant):

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

**PROPERTY LOCATION** (general or common address): \_\_\_\_\_

**REASON FOR ZONE CHANGE REQUEST:**

Applicant requests a zone change on the subject property from a(n) \_\_\_\_\_ zoning district to a(n) \_\_\_\_\_ zoning district in order to \_\_\_\_\_

**All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.**

\_\_\_\_\_  
Applicant's Signature Date  
\_\_\_ Initial here if you will accept email correspondence in lieu of hardcopy mail.

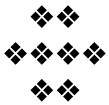
**This Zone Change Application is being submitted with my consent.**

\_\_\_\_\_  
Property Owner's Signature Date

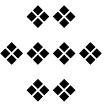
## APPLICANT'S PROPOSED FINDINGS OF FACT

Prior to making a recommendation or decision regarding a request to rezone, the Pullman Planning Commission and City Council must adopt "Findings of Fact." These Findings of Fact are factual statements which the Commission relies upon in reaching its conclusions and decisions. The burden of proving that a rezone should be granted under the provisions of the Pullman Zoning Code rests with the applicant. Thus, it is necessary for the applicant to present facts in brief written form which address in specific detail each of the following questions.

- (1) Is the proposal consistent with the Comprehensive Plan?
- (2) Is the proposal consistent with the purposes of the Zoning Code and the proposed zone district?
- (3) What is the relationship of the proposed zoning change to the existing land uses, and the zoning of surrounding or nearby property?
- (4) Has there been sufficient change in the character of the surrounding or nearby area, or in city policy, to justify the rezone?
- (5) Is the property economically and physically suitable for the uses allowed under the existing zoning, and under the proposed zoning? Consideration should be given to the length of time the property has remained undeveloped compared to the surrounding and other parcels in the city with the same zoning.
- (6) What is the relative gain to the public health, safety and welfare compared to a potential increase or decrease in value to the property owners?
- (7) Is the proposal necessary to correct an error?
- (8) Are special conditions necessary to achieve compatibility of development with surrounding properties?



**ANSWERS SHOULD BE PREPARED  
ON SEPARATE PAPER AND ENTITLED,  
"APPLICANT'S PROPOSED FINDINGS OF FACT".**



## CHECKLIST

### ZONE CHANGE AND/OR COMPREHENSIVE PLAN MAP AMENDMENT

- \_\_\_ 1. Application filed with Planning Division.
- \_\_\_ 2. Application reviewed for completeness by Planning Division.
- \_\_\_ 3. Legal description checked by Engineering Division.
- \_\_\_ 4. Application accepted as complete by Planning Division.
- \_\_\_ 5. Environmental Checklist reviewed by Responsible Official and determination of environmental impact made.
- \_\_\_ 6. Date set for Planning Commission public hearing (meets fourth Wednesday of the month - date must be within 90 days of date of filing).
- \_\_\_ 7. Notice of Public Hearing filed by Planning Division with official newspaper of the city (notice must appear at least 10 days prior to the hearing).
- \_\_\_ 8. Notice of Public Hearing posted at subject property and mailed to surrounding property owners (notice must be distributed at least 10 days prior to the hearing).
- \_\_\_ 9. Staff report prepared by Planning Division and mailed to applicant and Planning Commission, and made available for public review prior to the public hearing.
- \_\_\_ 10. Public hearing conducted by Planning Commission.
- \_\_\_ 11. Applicant notified in writing of Planning Commission's recommendation.
- \_\_\_ 12. Public meeting conducted by City Council; Council approves/denies application.
- \_\_\_ 13. Applicant notified in writing of City Council's decision.
- \_\_\_ 14. SEPA Notice of Action filed by Planning Division.
- \_\_\_ 15. Ordinances published in official city newspaper by City Clerk.