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ONLINE INFORMATION  
[www.snohomishcountywa.gov/1190](http://www.snohomishcountywa.gov/1190)



This Assistance Bulletin only applies to property within unincorporated Snohomish County and does not apply to property within incorporated city limits.

## Q: What is docketing?

**A:** Docketing is Snohomish County's public process for individuals, organizations, businesses and outside agencies to propose amendments to the county's comprehensive plan and/or development regulations.

## Q: What is the purpose of the docketing process?

**A:** As required by the GMA, Snohomish County adopted a public participation procedure, called docketing, for persons interested in suggesting changes to its GMA-based comprehensive plan and/or development regulations.

## Q: When is the deadline for docket applications?

**A:** The department will accept docket proposals at any time. However, proposals received after the last business day of October of each year will not be processed until after the next docket cycle deadline. The deadline to apply for the next docket cycle is **October 31, 2024**.

## Q: How do I begin the process?

**A:** A pre-application meeting is recommended prior to submitting a docket application. To schedule a pre-application meeting, please call Senior Planner, Steve Skorney at (425) 262-2207 or email [steve.skorney@snoco.org](mailto:steve.skorney@snoco.org). The pre-application meeting is an opportunity for you to discuss your proposal and for staff to explain the submittal process and required information. You can learn more about the docketing process on our website at <https://snohomishcountywa.gov/2151/Docketing-Process>

## Q: How do I submit a docket proposal?

**A:** Docket applications are available online on our website at <https://snohomishcounty.wa.gov/1669/Docket-County-Initiated-Amendments> or at the PDS Customer Service Center at 3000 Rockefeller Ave., 2nd floor of the Robert J. Drewel Building.

**A:** The fees and costs required for processing a docket proposal are non-refundable and payment does not guarantee county approval. An applicant is responsible for the following fees and costs:

- The initial docket review fee is \$1,601.65.
- The final docket review fee is \$2,343.25 if a proposal is placed on the final docket by the County Council.
- Additionally, the applicant must pay the cost of environmental review if the proposal is placed on the final docket and the proposal has probable significant adverse environmental impacts not previously analyzed under the State Environmental Policy Act (SEPA) .
- The applicant shall pay the cost of printing, publishing and mailing of notices for any required public hearing and SEPA notification.

**Q:** What information should I be prepared to provide as a part of my application?

**A:** At the time of your application submittal, you will need to provide the following:

1. A completed and signed application which includes:
  - a. A description of the proposed amendment including proposed map or text changes.
  - b. The location of the property that is the subject of amendment on an assessor map dated and signed by the applicant, if the proposal is for a future land use map amendment.
  - c. A legal description and a notarized signature of one or more owners, if a rezone is requested by owners concurrent with a requested future land use map amendment.
  - d. An explanation of why the amendment is being proposed.
  - e. An explanation of how the proposed amendment is consistent with the GMA, the countywide planning policies, and the goals, objectives, and policies of the county GMA comprehensive plan.
  - f. If applicable, an explanation of why existing comprehensive plan language should be added, modified, or deleted.
  - g. If a proposal includes an expansion of an urban growth area (UGA) that would increase residential or employment land capacity and the most recent buildable lands report indicates that no additional residential or employment land capacity is needed in that UGA, the proposal must also include a proposed area for removal of land from the UGA so that the residential or employment land capacity is not increased. The properties proposed for removal from the UGA must be contiguous with the UGA boundary and be rural in character with rural densities.
2. The initial docket fee.
3. A completed and signed environmental checklist.
4. A signed acknowledgement of the additional costs associated with docket processing and review.

**A.** Below is an explanation of the docket review process.

**1. Initial Docket Review:** After submittal, PDS evaluates the docket proposal for consistency with the following initial review criteria:

- a. The proposal is consistent with the countywide planning policies, the multicounty planning policies, the GMA, and other applicable state and federal laws.
- b. Any proposed change in the designation of agricultural, forest, and mineral lands is consistent with the designation criteria of the GMA and the comprehensive plan.
- c. If the proposal was previously reviewed by the county council or planning commission, have circumstances significantly changed to support the current proposal.

PDS is required to transmit an initial docket evaluation recommendation for each proposal to the County Council. PDS shall recommend that the docket proposal be further processed on a final docket only if the proposal meets all of the initial docket review criteria. The County Council will hold a public hearing to consider the PDS recommendation, and determine which docket proposals should be processed further for final review and action.

**2. Final Docket Review:**

An applicant whose docket proposal is placed on the final docket is required to pay a final docket review fee and pay SEPA review costs if the proposal requires an environmental impact statement analysis. PDS is required to prepare a report including a recommendation on each final docket proposal. PDS will recommend approval to the County Planning Commission if all of the following final docket review criteria are met:

- a. The proposed amendments maintain consistency with other plan elements or development regulations.
- b. All applicable elements of the comprehensive plan support the proposed amendments.
- c. The proposed amendments more closely meet the goals, objectives and policies of the comprehensive plan than existing plan or code provisions.
- d. The proposed amendments are consistent with the countywide planning policies.
- e. The proposed amendments comply with the GMA.
- f. New information is available that changes the underlying assumptions and supports the proposed amendments.

PDS will forward final docket recommendations to the County Planning Commission, who then hold a public hearing and transmit its recommendations to the County Council. When considering a final docket proposal, the following options are available to the County Council including:

- a. Adopting the final docket.
- b. Amending and adopting the final docket proposal.
- c. Removing the proposal from the final docket.
- d. Not introducing an ordinance to approve the final docket proposal.
- e. Delaying consideration of the proposal to a future docket.
- f. Otherwise not taking action on the proposed amendment.

You can learn more about the docketing process on Snohomish County's website at <https://snohomishcountywa.gov/2151/Docketing-Process>

## Snohomish County Docketing Process Steps

