City of Spokane
Planning Services Department

Rezone
Counter Complete Checklist

This checklist includes all of the required information for submitting a REZONE. It includes required information of the State Environmental Policy Act. Applications will not be processed until all of the following information is submitted and determined “Counter Complete.”

☐ Predevelopment meeting summary (if applicable)
☐ Audio tape or the community meeting proceedings, list of attendees, copy of the notice of community meeting and affidavits of posting/mailing the notice
☐ General Application, completed and signed
☐ Supplemental application for Rezone, completed and signed
☐ Environmental checklist, if required under SMC Chapter 17E.050
☐ Planning Services Department filing fees, as required under SMC Chapter 8.02
☐ Fourteen (14) copies of the site plan, drawn to a minimum scale of 1”=100’, on a sheet no larger than 24”x36”, which will include all of the following:
  ☐ Property dimensions
  ☐ Location and dimensions of all existing and proposed physical improvements
  ☐ Location and type of landscaping
  ☐ Walkways and pedestrian areas
  ☐ Existing and proposed off-street parking areas, access drives and driveway drops
  ☐ Refuse facilities
  ☐ Significant natural features such as slopes, trees, and rock outcrops including critical areas
  ☐ Location, type & dimension of all existing and proposed easements

☐ One 8½” x 11” reproducible copy of the site plan
☐ Trip generation & distribution letter or agreement to pay optional impact fees
☐ Conceptual water plan and hydraulic analysis
☐ Conceptual sewer plan
☐ Conceptual stormwater drainage plan and report with geotechnical report if stormwater infiltration is proposed
☐ Written narrative identifying consistency with the applicable policies, regulations and criteria for approval of the permit requested
☐ Other plans, such as building elevations, landscaping plans or sign plans, which are determined by the permitting department to be necessary to support the application
☐ Additional application information may be requested and may include, but is not limited to, the following: critical area studies, noise studies, air quality studies, visual analysis and transportation impact studies