



# COMPREHENSIVE PLAN AMENDMENT APPLICATION – 2021 CYCLE

**DIRECTIONS:** All of the materials listed in the Application Checklist table below must be provided as part of the application submittal process. Additional materials may be required. If you have any questions, please contact Senior Planner Kate Kaehny at (206) 973-4834, or [kkaehny@seatacwa.gov](mailto:kkaehny@seatacwa.gov).

**PRE-APPLICATION MEETINGS:** Staff encourages applicants to schedule a pre-application meeting before submitting an application. To schedule a meeting, please contact Senior Planner Kate Kaehny at (206) 973-4834, or [kkaehny@seatacwa.gov](mailto:kkaehny@seatacwa.gov). (Meetings will be virtual or by telephone.)

**APPLICATION DUE DATE: 5:00 pm, September 30, 2020**

## SUBMITTAL CHECKLIST

In addition to the application form on the following pages, the applicant must fill in and submit the Application Checklist information below.

**Name of Project/Proposal:** \_\_\_\_\_  
(Example: "J. Smith Map Amendment," or "J. Smith Text Amendment.")

SUBMITTAL REQUIREMENTS (See additional submittal information on following page.)	Applicant (Check items submitted with application)	Staff
<b>SUBMIT THROUGH MAIL ONLY (USPS or other)</b> <b>Mail to: City of SeaTac Planning Division, 4800 S 188<sup>th</sup> St, SeaTac, WA 98188-8605</b> - All submittals must be sent through the mail due to the COVID-19 pandemic and the Governor’s orders which have partially closed SeaTac City Hall. - All documents noted below can be provided either as hard copies (one copy each) or electronically on a flash drive or disk.		
1 <b>Submittal Checklist/Cover Sheet</b>		
2 <b>Comprehensive Plan Amendment Application Form &amp; Associated Required Materials</b> - Completed application form with signatures. - Supplemental information as required (see following page).		
3 <b>SEPA Environmental Checklist</b> ( <a href="#">Available on Comprehensive Plan Amendment website</a> or contact <a href="mailto:kkaehny@seatacwa.gov">kkaehny@seatacwa.gov</a> ) - Completed SEPA Checklist (including Section D. Supplemental Sheet for Non-Project Actions).		
4 <b>Payment of Submittal Fees</b> - See fee schedule for Comprehensive Plan Amendment Application and SEPA Checklist fees (make sure to include a “Technology Fee” within your payment). <b>Payment by check only - payable to: City of SeaTac.</b>		



## **Additional Submittal Information:**

**SUPPLEMENTAL INFORMATION:** Additional information, if any, may be requested and shall be provided at the expense of the applicant, unless waived by written determination of the City. This includes the following:

1. Supplemental environmental review and/or critical areas review if determined by to be necessary.
2. If the proposed amendment would increase the intensity or density of permitted development, the following capacity evaluations are required:
  - a. A report identifying anticipated traffic trip generation under the existing and proposed comprehensive plan.
  - b. A report identifying anticipated sewer generation under the existing and proposed comprehensive plan, including analysis of consistency with service provider's plans.
  - c. A report identifying anticipated water use under the existing and proposed comprehensive plan, including analysis of consistency with service provider's plan.

**PROPOSALS RECEIVED AFTER THE PROPOSAL SUBMISSION DEADLINE:** Proposals received after the Proposal Submission Deadline, shall be held over for review during the next biennial amendment cycle.

**INCOMPLETE PROPOSALS:** The following proposals will be deemed incomplete and will not be placed on the Preliminary Docket for further consideration:

1. Proposals that are submitted without the payment of required fees, and/or
2. Proposals with incomplete applications that are not addressed and completed within 28 days of the Proposal Submission Deadline.

# COMPREHENSIVE PLAN AMENDMENT APPLICATION FORM

## 1. CONTACT INFORMATION

### 1.1 Applicant:

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Status: *(Owner, Lessee, Agent, Etc.)* \_\_\_\_\_

### 1.2 Designated Contact Person: *(The person who will receive and disseminate all correspondence from the City.)*

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 2. SIGNATURE – for Comprehensive Plan Map Amendments

I declare that I am the owner of the property involved in this application, and that the statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I understand that additional information may be required at my expense in order to complete review of the proposed amendment.

\_\_\_\_\_  
Signature Printed Name Date Submitted

## 3. SIGNATURE – for Comprehensive Plan Text Amendments

I declare that the statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I understand that additional information may be required at my expense in order to complete review of the proposed amendment.

\_\_\_\_\_  
Signature Printed Name Date Submitted

#### **4. DESCRIPTION OF PROPOSED AMENDMENT**

*(Attach additional pages as necessary to fully respond to the questions.)*

ALL APPLICANTS ARE REQUIRED TO RESPOND TO THESE QUESTIONS.

##### **4.1 Provide a general description of the proposal.**

#### **5. TEXT AMENDMENT QUESTIONS**

ONLY APPLICANTS PROPOSING COMPREHENSIVE PLAN TEXT AMENDMENTS ARE REQUIRED TO RESPOND TO THIS QUESTION.

##### **5.1 For text changes to the Comprehensive Plan, what specific revisions are you proposing?**

List specific changes proposed, referencing pages and section numbers to be amended, if known.

## 6. MAP AMENDMENT QUESTIONS

ONLY APPLICANTS PROPOSING COMPREHENSIVE PLAN MAP AMENDMENTS ARE REQUIRED TO RESPOND TO THESE QUESTIONS.

### Geographic Information

6.1 Street address of site(s): \_\_\_\_\_

6.2 King County tax parcel number(s): \_\_\_\_\_

6.3 Total acreage or square footage of parcel(s): \_\_\_\_\_

### Map Requirement

6.4 Attach a map that identifies the site and includes adjacent street names.

### Current & Proposed Land Uses

6.4 Current use of the property (describe what buildings/businesses are located on the site): \_\_\_\_\_

6.5 Describe the land uses surrounding the site of the proposed amendment: \_\_\_\_\_

6.7 Describe the type of development intended for the area proposed for change and how the property is suited for the anticipated development: \_\_\_\_\_

### Current & Proposed Comprehensive Plan Designations

6.8 Current Comprehensive Plan designation(s): \_\_\_\_\_

6.9 Desired Comprehensive Plan designations(s): \_\_\_\_\_

6.10 Current Zoning of affected parcel(s): \_\_\_\_\_

**Availability Of Services**

**6.12** The site is currently served by sewer  ; septic  (check one)

Sewer District: \_\_\_\_\_

**6.13** The site is currently served by a public water system: Yes  ; No  (check one)

Water District: \_\_\_\_\_

**6.14** The site is located on a public road  ; private road  (check one)

Name of road: \_\_\_\_\_

**Critical Areas**

**6.15** The site includes land that has been identified as a critical area per SMC Chapter 15.700:

Yes  ; No  (check one)

Description of critical area(s):

## 7. COMPREHENSIVE PLAN AMENDMENT CRITERIA QUESTIONS

The following questions are based on the preliminary and final docket criteria which can be accessed in Section VI of the Procedures document. Click here for the [Procedures](#) document. *(Attach additional pages as necessary to fully respond to the questions.)*

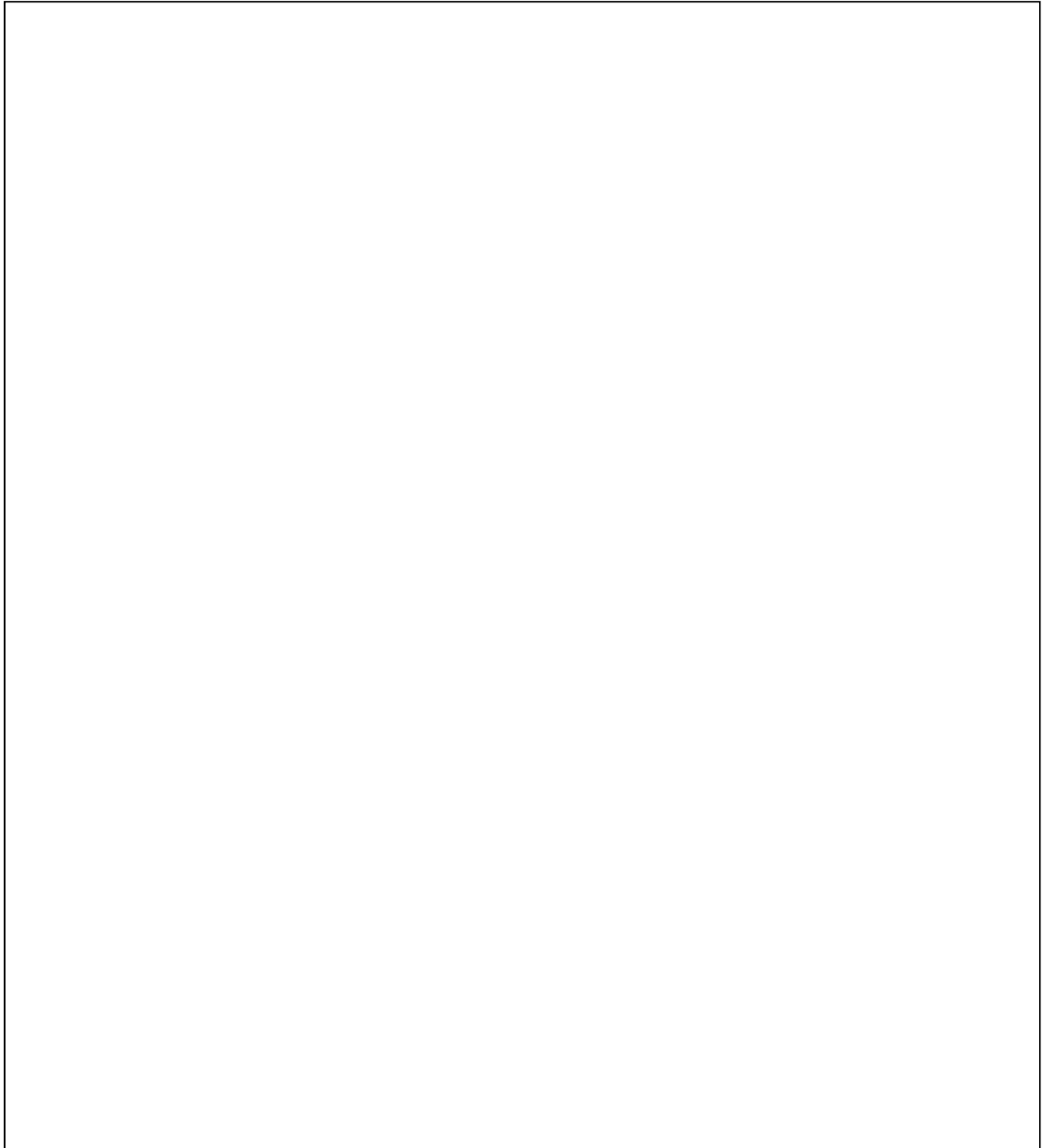
ALL APPLICANTS MUST RESPOND TO THESE QUESTIONS, EXCEPT AS NOTED OTHERWISE.

### **For All Amendments:**

**7.1 Why Amendment Needed.** Describe how your proposal demonstrates the following:

- a. **Text Amendment Proposals:** Circumstances related to the proposed amendment have substantially changed since the last major update of the Comprehensive Plan in 2015.
- b. **Map Amendment Proposals:** Explain how at least one of the following applies:
  - 1) Conditions have changed since the property was given its present Comprehensive Plan designation such that the current designation is no longer appropriate, or
  - 2) The map amendment corrects a Comprehensive Plan designation that was clearly made in error or due to an oversight.

**7.2 Regional Policy Consistency.** Describe how the proposal conforms to the Growth Management Act (Chapter 36.70A RCW), the Puget Sound Regional Council’s Vision 2040 Regional Growth Strategy and the King County Countywide Planning Policies. ([Click here for a summary of these regional growth policies.](#))





**7.3 Supports Comprehensive Plan.** Describe how the proposed amendment is consistent with and implements goals, policies and implementation strategies in the Comprehensive Plan. Please include goal, policy or implementation reference number(s). ([Click here to access the Comprehensive Plan.](#))

- a. **Supports Population/Employment Targets.** Describe how the proposed amendment will not prevent the City from achieving its adopted population and employment targets, which aim to facilitate residential and employment growth in SeaTac. ([Click here for Population/Employment Target information.](#))
- b. **Satisfies Concurrency Requirements for Public Facilities.** Describe how the proposed amendment will be able to satisfy concurrency requirements to maintain adequate public facilities including transportation, utilities, and parks, and does not adversely affect the City's adopted Level of Service for these facilities.

**For Map Amendments Only:**

**7.4 Consistency with Comprehensive Plan Land Use Designation Criteria.** Describe how the parcels subject to the request meet the Comprehensive Plan Land Use Designation Criteria for the proposed new land use designation as established in Table 2.1 of the Land Use Element in the current Comprehensive Plan. ([Click here for Land Use Designation Criteria](#))

**7.5 Suitability/Compatibility.** Are the parcels subject to the request suitable for the requested land use designation and the anticipated land use development, including, but not limited to: 1) access; 2) provision of utilities; and 3) compatibility with existing and planned surrounding land uses?

**7.6 Anticipated Impacts.** Describe how the proposal is anticipated to impact the surrounding neighborhood, and how it will not result in development that adversely impacts the transportation network, utilities, housing, parks and environmental features of the area.

