



# DEVELOPMENT REGULATION 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 through 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 Submittal Checklist information below.

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

SUBMITTAL REQUIREMENTS	Applicant <small>(Check items submitted with application)</small>	Staff
<b>SUBMIT THROUGH MAIL ONLY</b> (USPS or other) <b>Send 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 Cover Sheet</b>	
2	<b>Development Regulation 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> - Completed SEPA Checklist ( <a href="#">Available on Comprehensive Plan Amendment website</a> or contact <a href="mailto:kkaehny@seatacwa.gov">kkaehny@seatacwa.gov</a> )	
4	<b>Payment of Submittal Fees</b> - See fee schedule for Comprehensive Plan Amendment Application and SEPA Checklist costs (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 amendment cycle.

**INCOMPLETE PROPOSALS:** The following proposals will be deemed incomplete and will not be considered for review:

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.



# DEVELOPMENT REGULATION 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 OF APPLICANT

I, the undersigned, do hereby certify that the following answers are true and complete to the best of my knowledge. 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. DESCRIPTION OF PROPOSED AMENDMENT

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

**3.1 What is the purpose of your proposed amendment?** (Describe in specific terms why the proposed amendment is necessary.)

**3.2 What changes are you proposing?** Please specify the exact language you would like to revise by ~~crossing out~~ language you would like to remove, and underlining any new language you would like to add. Please also identify the chapters and/or sections you are proposing to amend by number.

**3.3 How does your proposal support the goals, policies or implementation strategies set out in the Comprehensive Plan?** Please identify the goals and/or policies by chapter (called “Elements” in the Comprehensive Plan) and number.

**3.4 How will your proposal benefit the community?**