

Zone Reclassification (Rezone) Submittal Checklist

Staff Use Only:

REZ #:

Project Name:

DEFINITION AND PURPOSE

The purpose of a Zone Reclassification (Rezone) is to provide a change of zoning to allow a new or different land use which conforms with the City's Comprehensive Plan. A rezone may be approved when there has been a change in conditions, and/or is necessary to implement the Comprehensive Plan.

In cases where the Comprehensive Plan land use designation does not correspond with the desired zoning designation, changing the Comprehensive Plan Map is a preliminary step to applying for a rezone. SeaTac conducts amendments to the Comprehensive Plan through a biennial process, during odd-numbered years.

AUTHORITY AND APPLICATION

The applicant must show that the proposed development that results from the rezone satisfies the minimum criteria for approval by the Hearing Examiner in SMC 15.115.050(B).

REVIEW PROCESS AND PROCEDURES

A Rezone shall be considered in accordance with SMC 15.115.050 and be processed as a Type III Action per SMC Title 16A.

1. A submittal will NOT be scheduled for an intake appointment if the project has not had the required Pre-Application meeting. To schedule the required meeting, you must complete the required Pre-Application meeting request found here: <https://www.seatacwa.gov/government/city-departments/community-and-economic-development/permits-land-use-applications> and submit it to the Permit Center.
2. A Determination of Completeness (DOC) will be made within twenty-eight (28) days of the application submittal stating whether the application is complete or if additional information is required.
3. A Notice of Application (NOA) will be published and sent to adjacent property owners. The NOA will be issued within fourteen (14) days after a DOC is made.
 - a. A notice board is required to be posted on said property on or before the publish date of the NOA. An Affidavit of Installation shall be submitted to the City that the notice board has been installed on the property.
4. The Hearing Examiner will make a decision on the rezone after a public hearing is held on the proposal. The date for the public hearing will be set after Staff review of the application. Once the date is established, the public will be notified at least fourteen (14) days in advance in the same manner as the Notice of Application (see #3 above).

5. The decision of the Hearing Examiner may be appealed to the King County Superior Court within twenty-one (21) days by filing a land use petition. Refer to SMC 16A.17.100 for further information.

Application Checklist

The following materials are the minimum that must be submitted to review your application. **Please do not turn in your application until all items listed below have been checked off.** Submittals will not be accepted unless complete. Return completed checklist with application.

If applying for a rezone concurrently with another land use action, additional submittal requirements consistent with those land use action checklist(s) will be required.

Refer to current fee schedule, and/or contact a permit coordinator @ 206-973-4750 for information regarding required fees at the time of application submittal.

SUBMITTAL REQUIREMENTS		APPLICANT	STAFF
1	Master Land Use Application form, completed.		
2	Required fee(s) paid.		
3	Electronic: A thumbdrive with electronic copies of all documents, OR Paper: Original, plus four (4) copies of all documents.		
4	An environmental (SEPA) checklist.		
5	Water and Sewer availability letter.		
6	Title report (dated within last 45 days) including copies of all easements, deed restriction(s) and other supplemental document(s) cited in the report.		
7	Project description and plans: <ul style="list-style-type: none"> • Description of the current property, noting any critical areas. • Vicinity map. • Scope of the rezone: <ul style="list-style-type: none"> ○ Current zone and proposed zone ○ Identify if property is within an Overlay or the Urban Center. ○ Comprehensive plan designation ○ Current use of property and proposed use of property 		
8	Additional items as identified in a pre-application meeting, if applicable.		
9	In a separate written attachment, please provide a response to criteria (see below).		

WRITTEN RESPONSE TO CRITERIA FOR APPROVAL IN SMC 15.115.050(B)		APPLICANT	STAFF
<i>Address each item specifically and in writing:</i>			
1	The proposal conforms with the Comprehensive Plan policies and land use map.		
2	The requested reclassification is in the public interest.		
3	The requested reclassification is not hazardous or will not have adverse impacts on adjacent properties.		
4	The requested reclassification does not pose undue burdens on public facilities.		
5	For sites located within the designated urban center, the requested reclassification has, or will potentially have, an adequate link to a high-capacity transit mode.		

PLAN REQUIREMENTS		APPLICANT <i>(List sheet number for each item)</i>	STAFF
<i>Unless otherwise noted, all plans shall have the following: Scale, north arrow and date drawn. Scale shall be standard engineering or architectural. The scale must allow clear depiction of all required information, typically between 1" = 10' and 1" = 40'.</i>			
1	Existing Site Plan		
	Location, dimensions, and use of existing structures on site (includes fences, accessory buildings, temporary structures such as trailers/mobile homes, and retaining walls).		
	Indicate all structures to be removed / demolished.		
	Land uses, lot lines, and approximate location of structures and pavement on abutting properties, including the King County parcel number(s).		
	Location of existing private and public utility lines and/or easements.		
	All existing street and alley rights of way abutting the site. Include street name, width of right of way.		
	On-site vehicular and non-motorized paving such as driveways, drive lanes, auto courts, private roads, parking areas, bike paths, and sidewalks, including dimensions and materials.		
	If applicable, a Critical Area(s) Report & Critical Area Map, including: <ul style="list-style-type: none"> • Location of critical area(s) on site or in the vicinity; and • Buffer area. See Critical area code SMC 15.700 for specific detailed requirements.		
	Elevation contours at intervals not greater than 5 feet.		
2	Schematic Proposed Development Plan		
	Massing model.		
	Proposed Site Plan including: <ul style="list-style-type: none"> • Layout of proposed structures and development. • Proposed easements and access points. • Description of uses and structure and development. Proposed parking locations and number of spaces.		
	If property is comprised of multiple lots, provide description of current status and/or explain proposed intent, i.e. lot line adjustment, lot consolidation, binding site plan, etc.		