



COMPREHENSIVE PLAN AMENDMENT APPLICATION – 2024 CYCLE Submittal Checklist & Application Form

DIRECTIONS: All 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 send an email to SeaTac2044@seatacwa.gov.

PRE-APPLICATION MEETINGS: Pre-application meetings are encouraged, but not required, before submitting an application. To schedule a meeting, please send an email to SeaTac2044@seatacwa.gov (Meetings can be virtual or in-person.)

APPLICATION DUE DATE: 5:00 pm, October 20, 2023

PART I: SUBMITTAL CHECKLIST

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

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

APPLICATION CHECKLIST (See additional submittal information on following page.)		Applicant	Staff
		(Check items submitted with application)	
1	Comprehensive Plan Amendment Application Form <ul style="list-style-type: none"> - Includes Concurrent Rezone Form (p. 13): This form must be filled in for map amendment proposals when zone reclassifications (rezones) are necessary to implement the proposed Comprehensive Plan land use designation. - Completed application form, including Part 1 and Part 2 with signatures. 		
2	SEPA Environmental Checklist (Available on Comprehensive Plan Amendment website or email SeaTac2044@seatacwa.gov .) <ul style="list-style-type: none"> - Completed SEPA Checklist (including Section D. Supplemental Sheet for Non-Project Actions). - For map amendments with zone reclassifications (rezones) necessary to implement the Comprehensive Plan, Environmental Checklist must include information on both proposed land use designation and desired zone. 		
3	Payment of Submittal Fees Applicants will be contacted regarding payment of submittal fees after application materials received. <ul style="list-style-type: none"> - See City of SeaTac Fee Schedule for Comprehensive Plan Amendment Application and SEPA Checklist fees (other fees may be required). 		



How to Submit Proposal:

All proposals must be submitted electronically through “box.com.” (No hard copy materials will be accepted.)

HOW TO SUBMIT THROUGH BOX.COM:

- Attach your documents as a PDF to an email to the following address:
SeaTac2.k9ixbr49o9a4s0tb@u.box.com
- Address your proposal as follows: “Your Last Name-2024AmendmentProcess” (for example: Smith-2024AmendmentProcess”).
- Your email service may have message size limits (*box.com* does not). Should you have size limitations, send your submittal files through a series of messages. (This email address only retains attachments and does not save the message of the email.)

Upon receipt of your documents, the City will send a confirmation email. Questions about the electronic submittal process can be directed by email to SeaTac2044@seatacwa.gov.

Additional Submittal Information:

SUPPLEMENTAL INFORMATION: Additional information, if any, may be requested after application submittal 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.

PART II: 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

If the proposed map amendment will require a zone reclassification (rezone) to maintain consistency between the Official Zoning Map and Comprehensive Plan, a concurrent rezone will be needed as part of the map amendment process.

- *To see which zones implement specific land use designations click link to [Table BR2.8 Comprehensive Land Use Designations' Corresponding Zones](#).*
- *See Concurrent Rezone Form in Section 8, p. 13.)*

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): _____

6.11 Desired Zoning (*Only applies if concurrent rezone required for consistency with Comprehensive Plan*): _____

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

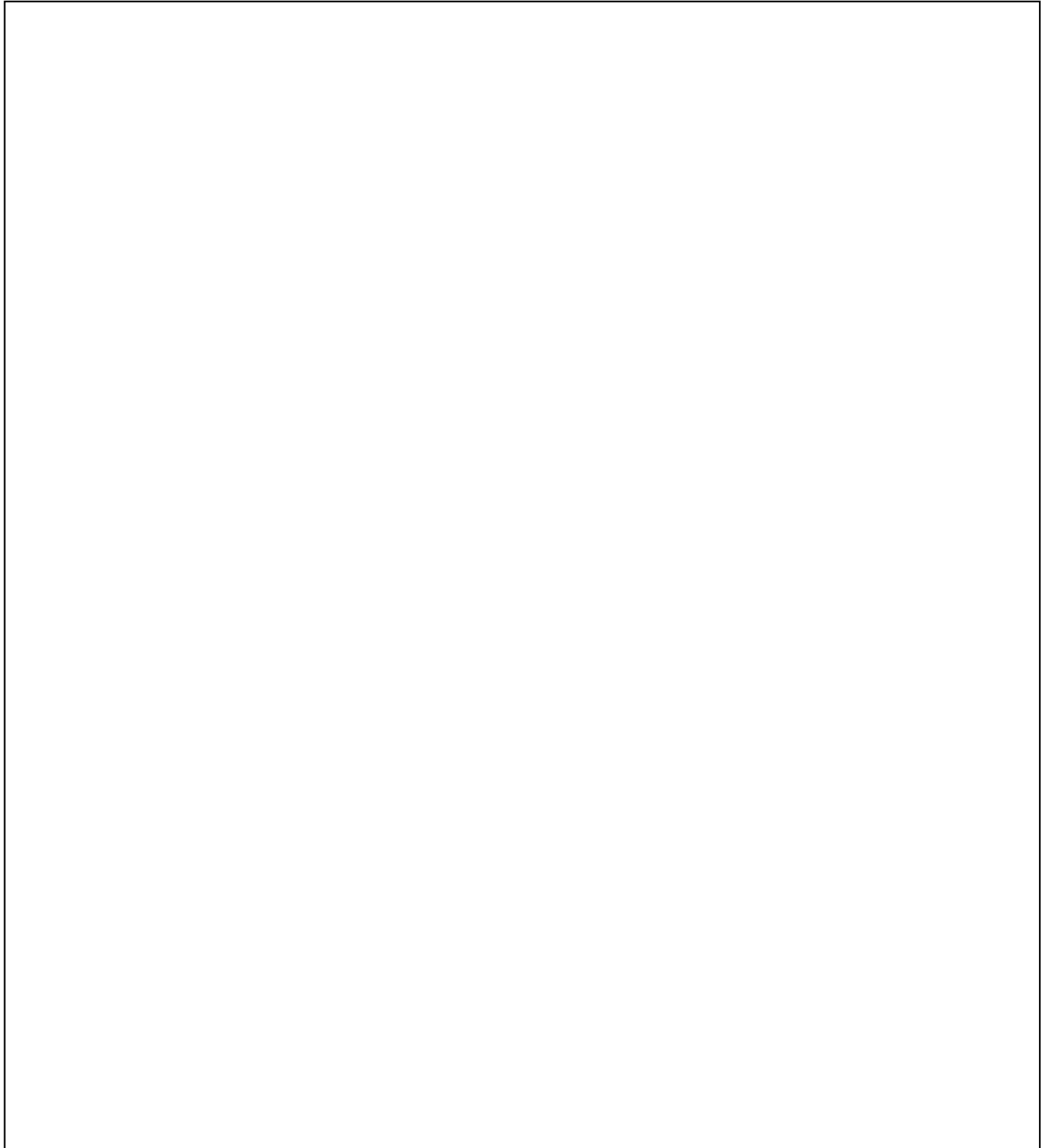
The following questions are based on the preliminary and final docket criteria which can be accessed in Section VII of the Procedures document. Click here for the [Procedures](#) document. *(Attach additional pages as necessary to fully respond to the questions.)*

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 regional growth framework identified in the Growth Management Act (Chapter 36.70A RCW), the Puget Sound Regional Council’s Vision 2050 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 population and employment targets, as established by the 2021 King County Countywide Planning Policies, which aim to facilitate residential and employment growth in SeaTac.

- City of SeaTac 2019-2044 Job and Housing Targets

	2019 (approx.)	2044 (approx.)	Growth Target
Jobs	37,669	52,479	+14,810
Housing Units	10,855	16,755	+5,900

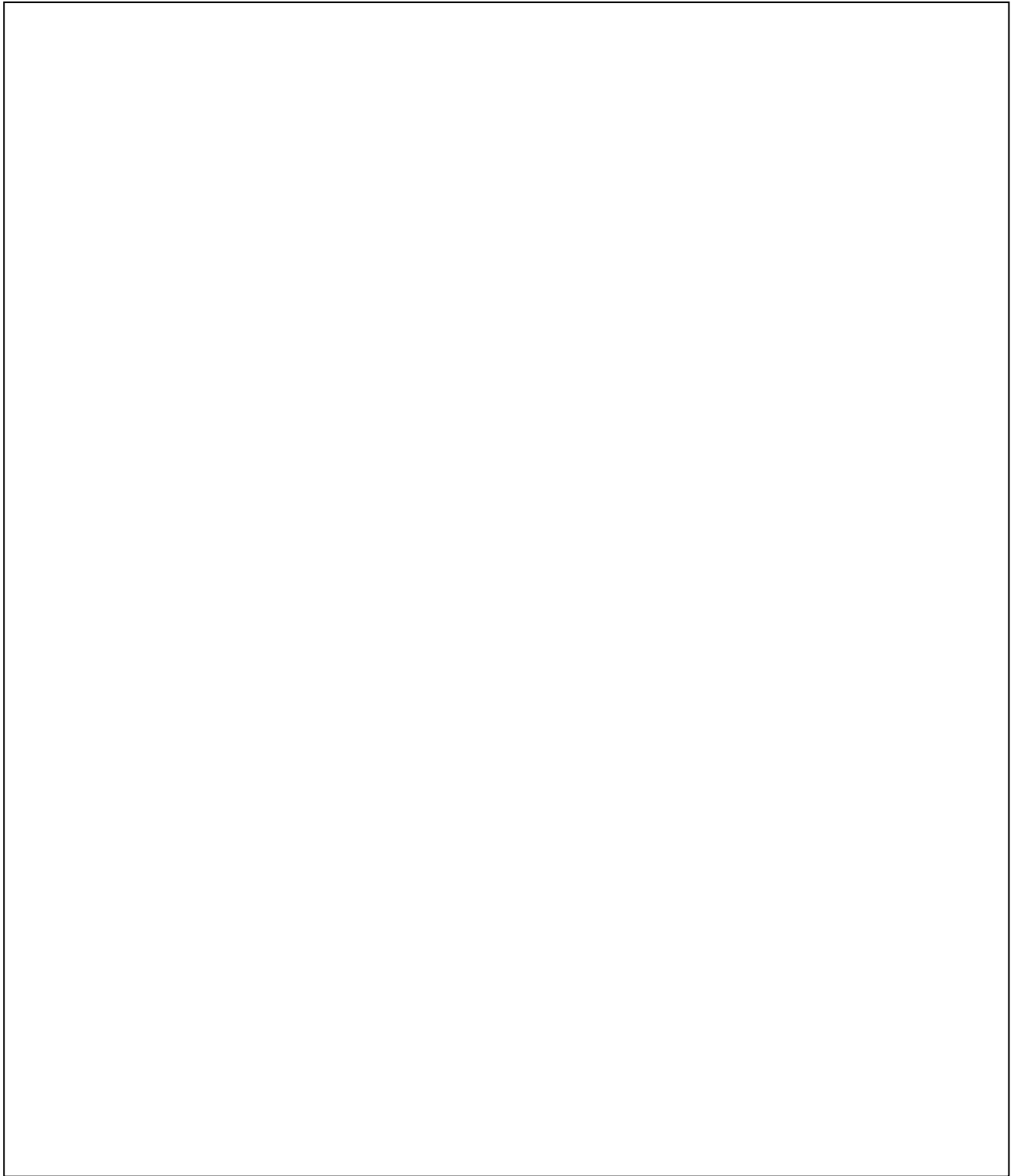
b. **Satisfies Concurrency Requirements for Public Facilities.** Describe how the proposed amendment will be able to satisfy requirements to maintain adequate public facilities to serve growth anticipated to occur as a result of this amendment including transportation, utilities, and parks, and does 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.



8. CONCURRENT REZONE FORM
(Fill in if rezone required to maintain consistency between Official Zoning Map & Comprehensive Plan.)

If the proposed map amendment will require a rezone to maintain consistency between the Official Zoning Map and Comprehensive Plan, a concurrent rezone will be needed as part of the map amendment process. Attach additional pages as necessary to fully respond to the questions.

ONLY APPLICANTS PROPOSING COMPREHENSIVE PLAN MAP AMENDMENTS THAT REQUIRE A CONCURRENT REZONE MUST RESPOND TO THESE QUESTIONS.

Title 15 Zoning Code, Zone Reclassification Requirements (SMC15.115.050B)

The applicant must show that the proposal satisfies the following:

8.1 How is the proposed zoning change consistent with the goals and policies of the Comprehensive Plan? Please include goal, policy or implementation reference number(s).

8.2 Describe how the requested reclassification is in the public interest. Address how it is consistent with the purpose of the City zoning code (SMC15.100.015) to facilitate “the economic, social and aesthetic advantages of orderly development through harmonious groupings of compatible and complementary land uses.”

8.3 Describe how the requested reclassification is not hazardous or will not have adverse impacts on adjacent properties.

8.4 Describe how the requested reclassification does not pose undue burdens on public facilities.

8.5 For sites located within the designated Urban Center, describe how the requested reclassification has, or will potentially have, an adequate link to a High-Capacity Transit Mode (such as light rail or bus routes).