



APPLICATION FOR
COMPREHENSIVE PLAN AMENDMENT

1. SITE SPECIFIC REQUESTS

- a) Who may apply? Any person may, personally or through an agent, apply for a decision regarding property he or she owns.
b) When can you apply? Application for a proposed amendment must be made by submitting a completed application form to the Community Development Department, between August 1st and September 30th by 5:00 p.m., each year.
c) How to apply - submit the following:
1) A completed Master Land Use Application, the following information, and the support for the amendment as stated in section 3.
2) A vicinity map showing the subject property with enough information to locate the property within the larger area.
3) The following site data:
a) Tax Parcel No.
b) Lot Size/Acreage
c) Existing Comprehensive Plan Designation
d) Existing Zoning
e) Requested Comprehensive Plan Designation
f) Requested Zoning
4) Services. Please provide the following information regarding the availability of services:
a) The site is currently served by sewer \_\_\_/septic \_\_\_ (check one)
Sewer Provider:
b) The site is currently served by a public water system \_\_\_/well \_\_\_ (check one)
Water Provider:
c) Fire District#:
d) School District#:
5) Any additional information or material that the Director of the Community Development determines is reasonably necessary for a decision on the matter.

- 6) Prior to issuance of the threshold determination and the public hearing by the Planning Commission, the applicant must submit the following:
  - a) A set of stamped envelopes, and a list of the same, labeled with the name and address of all current owners of real property (as shown in the records of the county assessor for the subject property) within 300 feet of each boundary of the subject property, with the return address of the Community Development Department (33325 8<sup>th</sup> Avenue South, Federal Way, WA 98003).<sup>1</sup> **Note**, please do not submit metered envelopes. The Federal Way Post Office may refuse such envelopes.
  - b) A copy of the county assessor’s map identifying the properties specified in subsection 6 of this section.

**2. REQUESTS FOR TEXT AMENDMENT**

- a) **Who may apply?** Any person may, personally or through an agent, apply for an amendment to policies of the comprehensive plan.
- b) **When can you apply?** Application for a proposed amendment must be made by submitting a completed application form to the Community Development Department, between August 1<sup>st</sup> and September 30<sup>th</sup> by 5:00 p.m., each year. Applications for a comprehensive plan amendment will not be accepted prior to August 1<sup>st</sup> of each year. Applications are considered the following year. Prior to August 1<sup>st</sup>, any amendment must be docketed with the city (please refer to the “Docket Process” handout).
- c) **How to apply.** The applicant shall file a completed Master Land Use application and the information indicated in sections d) and e).
- d) **Proposed Amendment.** A proposed amendment can be either conceptual or specific amendatory language. Please be as specific as possible so that your proposal can be adequately considered. If specific wording changes are proposed, this should be shown in ~~strikeout~~/underline format (attach additional pages if necessary).

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- e) **Reference.** Please reference the chapter of the comprehensive plan (e.g., Land Use, Transportation, Housing, Capital Facilities, etc.) and page number where located.

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<sup>1</sup> Please see the city’s “Mailing Labels” handout for information and an application on obtaining addresses and labels.

**3. SUPPORT FOR THE AMENDMENT**

(Please fill out for all amendments, whether site specific or otherwise)

Please explain the need for the amendment (why is it being proposed). Include any data, research, or reasoning that supports the proposed amendment (attach additional pages if necessary).

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**4. FEE**

There is no fee for the initial application. If after a public hearing the City Council determines that the request shall be further considered for adoption, site-specific requests must be submitted for a preapplication conference with a non-refundable fee. If after the preapplication conference the applicant decides to pursue the request, the remaining portion of the comprehensive plan amendment fee will be required. A fee must be submitted for all other requests after the selection process.

**5. SIGNATURE**

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Signature	Date
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Print Name

If you have any questions about filling out this application form or the amendment process, please contact the Permit Center at 253-835-2607, or [permitcenter@cityoffederalway.com](mailto:permitcenter@cityoffederalway.com). Please be advised that an application for a comprehensive plan amendment lacking the required information will not be accepted.