



DEPARTMENT OF COMMUNITY DEVELOPMENT  
33325 8<sup>th</sup> Avenue South  
Federal Way, WA 98003  
253-835-2607; Fax 253-835-2609  
[www.cityoffederalway.com](http://www.cityoffederalway.com)

## APPLICATION FOR AMENDMENT TO THE DEVELOPMENT REGULATIONS

### 1. Requests for Amendments to the Development Regulations (*Federal Way Revised Code*)

- a) **Who may apply.** Any interested person may apply for an amendment to the development regulations.
- b) **How to apply.** The applicant shall file a completed Master Land Use application with the Department of Community Development.
- c) **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 amendments 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).
- 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 code section of the development regulation and page number where located.

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### 2. SUPPORT FOR THE AMENDMENT

(Please fill out for all amendments)

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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**3. SIGNATURE**

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Signature Date

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Print Name

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Address

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Email Address

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Telephone No.

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 development regulations amendment lacking the required information will not be accepted.