



# COMPREHENSIVE PLAN SITE SPECIFIC MAP AMENDMENT AND CONCURRENT REZONE SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is required in order to submit an application for review. Please review each item carefully and provide all the requested information. Clearly label all attachments. Amendment proposals may be submitted at any time, however if it is not submitted prior to the deadline of December 1st, the amendment proposal will not be considered until the next annual amendment cycle.

The following information is needed in order to submit an amendment application. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all information. **Site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- Permit Application**
- Submittal Fee:**
  - \$16,993.00
  - \$3,723.00 public hearing fee
  - \$3,191.00 for Single Family SEPA Checklist review
  - \$4,787.00 for Multi-Family/Commercial SEPA Checklist review
- Rezone of Property Criteria** attached for review
  - Describe how the proposed rezone complies with "Decision Criteria."
- Amendment of the Comprehensive Plan Criteria** attached for review
  - Describe how the proposed land use map change complies with "Decision Criteria."
- Critical Areas Worksheet.** Note: a critical area report may be required if a critical area exists on or adjacent to the site.
- Pre-Application Meeting Date:**  
\_\_\_\_\_ (ask for handout)  
A pre-application meeting with the City is required prior to submitting an application for a rezone and Neighborhood Meeting
- Neighborhood Meeting Report Date:**  
\_\_\_\_\_ (ask for handout)  
A summary of the neighborhood meeting. **The neighborhood meeting must be held before the application can be submitted to the city**
- Environmental Checklist – one (1) copy** required. The checklist must be completed in ink, or printed, and signed by the applicant. All questions must be answered, including the Supplemental Sheet for Non-Project Actions (Part D).
- Vicinity Map** – Submit **three (3) copies** of a professionally drafted vicinity map, drawn at an appropriate scale (such as 1' = 100'), that shows the following information within 500' of the site.
  - Graphic scale and north arrow.
  - Name, address and telephone number of the person who prepared the drawing, together with a drafting date.
  - The exact boundaries of all properties within a 500' radius of the perimeter of the subject property.
  - Existing zoning and land use designations of all properties within a 500' radius of the perimeter of the subject property.
  - The location, width, and name of all public and private roads in the vicinity of the subject property.
  - The name and location of any public parks, libraries and similar facilities in the vicinity of the subject property.
- Site Plans – three (3) copies (to scale, 11" x 17" minimum size)**
  - Property lines with dimensions
  - Existing site conditions, structures, building location, heights, and setbacks from rear, sides, and front property lines.
  - Existing frontage improvements (e.g. sidewalk).
  - Location of easements if known – access, sidewalk, utilities. Include King County recording number for easements

**Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily**

**17500 Midvale Avenue North, Shoreline, Washington 98133-4905**

Telephone (206) 801-2500 | Fax (206) 801-2788 [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov)

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- Critical areas (streams, wetlands, geologic hazard areas, etc.), use the Critical Areas Worksheet to help assess these features. Provide copies of any preliminary studies (stream typing, wetland, delineation, geotechnical, etc.) if available.

- **Plat Information – one (1) copy** of the original plat and any plat modifications which create the parcel(s) that are the subject of this application, including any Covenant, Conditions and Restriction, including any Covenants, Conditions and Restrictions recorded with the plat or plat modification

This information is available from the King County Recorder’s Office (206) 477-6620; email – [kcrocrust@kingcounty.gov](mailto:kcrocrust@kingcounty.gov); King County Administration Building 500 Fourth Ave., Suite 430 Seattle, WA and may be located online at <https://recordsearch.kingcounty.gov/LandmarkWeb>.

**Note that some plat restrictions may limit further subdivision and redevelopment**

- **Notice Materials**

- Provide required notice materials consisting of:
  - **Two (2) sets** of mailing labels for all property owners within 500’ of any boundary of the subject property.
  - A copy of the mailing label list.
  - A copy of the Assessor’s map with the 500 foot boundary outlined.

Shoreline Planning & Community Development will prepare these for a fee of \$199.00. This notice information should be requested a minimum of one week in advance of the expected submittal of the application materials and/or Neighborhood meeting to allow time for preparation. **Notice materials prepared by outside third parties will be subject to additional fees to review and any property owner omissions may necessitate restarting the notice period and/or an additional Neighborhood Meeting.**

**Notice Sign:** Required to post on site the notice of application and decision (not required at submittal). Sign and materials available at the City.

**NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)

Fees effective 1/2019

Please note that the submission of special studies may be required, such as: a wetland delineation report, geotechnical analysis, or traffic study, etc in order to properly review the amendment proposal and prepare it for public hearing.