



# REZONE OF PROPERTY SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is required to submit an application for review. 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 applicable information. **All 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 Fees:**
  - \$17,626.00
  - \$3,876.00 public hearing fee
  - \$3,264.00 for Single Family SEPA Checklist review
  - \$4,896.00 for Multi-Family/Commercial SEPA Checklist review
- Critical Areas Worksheet.** Note: a critical area report may be required if a critical area exists on or adjacent to the site.
- Rezone of Property Criteria** attached for review. Describe how the proposed rezone complies with the "Decision Criteria".
- 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)** should be submitted. The checklist must be completed in ink, or printed, and signed by the applicant. All questions must be answered as completely as possible.
- Site Plan Information (to scale, 3 copies 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
  - Critical areas (streams, wetlands, steep slopes, 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 materials for a fee of \$204.00. This notice information should be requested a minimum of one week in advance of the expected

**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**

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1/2020

submission 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.**

Fees effective 1/2020

**Other Issued Permits or Information Related to the Rezone or Zoning Map Change**

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

**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)