

## SUBMITTAL REQUIREMENTS FOR USE PROCESS V

### NON-PROJECT-RELATED QUASI-JUDICIAL REZONE

#### WHEN NON-PROJECT-RELATED IS USED

Pursuant to *Federal Way Revised Code (FWRC)* 19.75.020(1) a quasi-judicial rezone will be treated as non-project-related if:

- The proposed rezone is initiated by the city and the subject property is not owned by the city; or
- The proposed rezone is from one single-family residential zone classification to another single-family residential zone classification.

#### WHO MAKES THE DECISION

The hearing examiner will hold a public hearing and based on the record of that hearing make a recommendation to city council, which will then decide upon the application.

#### APPEALS

Appeals of Use Process V decisions are heard and decided on by King County Superior Court.

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### PROJECT-RELATED QUASI-JUDICIAL REZONE

#### WHEN PROJECT-RELATED IS USED

Pursuant to *Federal Way Revised Code (FWRC)* 19.75.020(2) a quasi-judicial rezone will be treated as project-related when it does not meet the requirements of non-project-related rezone above. All project-related rezones require a specific development proposal for the subject property.

#### WHO MAKES THE DECISION

The hearing examiner will hold a public hearing and based on the record of that hearing make a recommendation to city council, which will then decide upon the application.

#### APPEALS

Appeals of Use Process V decisions are heard and decided on by King County Superior Court.

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#### HOW TO APPLY

- Applicants may be required to schedule a **preapplication conference** prior to applying for a Use Process V. A preapplication conference is required if the project is subject to SEPA (environmental) review. Please contact the Permit Center at 253-835-2607, or [permitcenter@cityoffederalway.com](mailto:permitcenter@cityoffederalway.com), for submittal requirements and forms.
- All application materials must be submitted electronically. Please visit our website at <https://www.cityoffederalway.com/node/4588> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review.
- This form is to be used as a guide in determining what constitutes a complete application.
- All checked items must be submitted to constitute a complete application.
- A complete application does not imply compliance or conformance with applicable codes.

# SUBMITTAL REQUIREMENTS FOR USE PROCESS V

**Project Name:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

\_\_\_\_\_

**Applicant/Agent:** \_\_\_\_\_

**File No(s):** \_\_\_\_\_

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Master Land Use application with owner's signature.
<input type="checkbox"/>	<input type="checkbox"/>	Application fees, including SEPA fees as applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Copy of summary letter from Preapplication Conference.
<input type="checkbox"/>	<input type="checkbox"/>	Description of rezone request and written narrative detailing how applicable FWRC 19.75.130(3) decisional criteria are met.
<input type="checkbox"/>	<input type="checkbox"/>	Completed, signed, and dated SEPA checklist.
<input type="checkbox"/>	<input type="checkbox"/>	Current title report for subject property.
<input type="checkbox"/>	<input type="checkbox"/>	Current certificate of water and sewer availability.
<input type="checkbox"/>	<input type="checkbox"/>	Site plan: Minimum plan sheet size shall be 24 x 36 inches. <ul style="list-style-type: none"> <li>• Plans must be drawn at an engineering scale that allows the entire plan to fit on one sheet.</li> <li>• Minimum scale is 1 to 20 unless otherwise authorized.</li> <li>• All information is to be legible.</li> <li>• Show existing and proposed (if applicable) site features.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Proposed building elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as required by the Community Development and/or Public Works Departments.