



Zoning Compliance Review – Change of Use

DEPARTMENT OF COMMUNITY DEVELOPMENT

33325 8th Avenue South
 Federal Way, WA 98003-6325
 253-835-2607; Fax 253-835-2609
www.cityoffederalway.com

FILE NUMBER _____ - _____ - AD Date _____

Applicant

NAME			PRIMARY PHONE
MAILING ADDRESS			E-MAIL
CITY	STATE	ZIP	FAX

Site Address (incl. Suite/Unit #): _____

Parcel #: _____

Proposed Use(s): _____

Current/Previous Use(s): _____

Existing Gross Floor Area: _____

New Gross Floor Area: _____

Proposed Modifications to Site or Building Exterior: _____

For Staff Use

Zoning _____ Setbacks _____

Use-Specific Notes/Regulations _____

Surface Water _____

Building permit required? Yes No

Change of occupancy? Yes No

Traffic impact fee required? Yes No

CHANGE OF USE SUBMITTAL REQUIREMENTS

Use this checklist to help gather all of the required information and documents in order to submit a complete change of use application for a project involving a new commercial tenant in an existing building pursuant to *Federal Way Revised Code (FWRC) 19.15.025*.

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. **Please note, incomplete applications will not be accepted.**

Req.	Sub.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed Change of Use Application Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Check, cash, Visa/MasterCard for applicable fees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project Narratives (Detailed description of proposal/project.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plans (Plans must be consistent with the project narrative.)
		<ol style="list-style-type: none"> 1. Minimum plan size of 11" X 17" 2. North arrow 3. Drawn to scale, dimensioned, and labeled 4. Building footprint(s) including square footage 5. Location of project (tenant space) 6. Location and dimensions of existing structures, property lines, sidewalks, easements, parking layout, street edges, mechanical equipment, trash enclosures, outdoor uses, storage areas, fencing, rockeries, and retaining walls 7. Total parking stalls count – If a multi-tenant building, specify how many spaces for are available for the new use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor Plans
		<ol style="list-style-type: none"> 1. Minimum plan size of 11" x 17" 2. North arrow 3. Drawn to scale, dimensioned, and labeled 4. Provide square footage of building or tenant area – show all rooms, including hallways/corridors – specify the intended use and size of all rooms in square feet (if feasible classify the construction type for the building per the <i>International Building Code [IBC]</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Other item(s) deemed pertinent by city staff.
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