



APPLICATION FOR
COMPREHENSIVE PLAN AMENDMENT

1. SITE SPECIFIC REQUESTS

- a) Who may apply? Any person may, personally or through an agent, apply for a decision regarding property he or she owns.
b) When can you apply? Application for a proposed amendment must be made by submitting a completed application to the Community Development Department between August 1st and September 30th by 5:00 p.m., each year.
c) How to apply – submit the following:
1) A completed Master Land Use Application, the following information, and the support for the amendment as stated in section 3.
2) A vicinity map showing the subject property with enough information to locate the property within the larger area.
3) The following site data:
a) Tax Parcel No.
b) Lot Size/Acreage
c) Existing Comprehensive Plan Designation
d) Existing Zoning
e) Requested Comprehensive Plan Designation
f) Requested Zoning
4) Services. Please provide the following information regarding the availability of services:
a) The site is currently served by sewer ___/septic ___ (check one)
Sewer Provider:
b) The site is currently served by a public water system ___/well ___ (check one)
Water Provider:
c) Fire District#:
d) School District#:
5) Any additional information or material that the Director of the Community Development determines is reasonably necessary for a decision on the matter.

2. REQUESTS FOR TEXT AMENDMENT

- a) **Who may apply?** Any person may, personally or through an agent, apply for an amendment to policies of the comprehensive plan.
- b) **When can you apply?** Application for a proposed amendment must be made by submitting a completed application to the Community Development Department between August 1st and September 30th by 5:00 p.m., each year. Applications for a comprehensive plan amendment will not be accepted prior to August 1st of each year. Applications are considered the following year. Prior to August 1st, any amendment must be docketed with the city (please refer to the “Docket Process” handout).
- c) **How to apply.** The applicant shall file a completed Master Land Use application and the information indicated in sections d and e.
- 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).

- e) **Reference.** Please reference the chapter of the comprehensive plan (e.g., Land Use, Transportation, Housing, Capital Facilities, etc.) and the page number where located.

3. SUPPORT FOR THE AMENDMENT

(Please fill out for all amendments, whether site specific or otherwise)

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).

4. FEE

The fees required for a comprehensive plan amendment shall be as provided in the city's fee schedule in effect at the time of application.

5. SIGNATURE

Signature Date

Print Name

AUTHORIZATION

If the applicant is not the owner of the land that is subject of this application, the authorization set out below must be completed.

**Authorization of Owner for Agent to
Make the Application**

I, _____, am the owner of the land that is the subject of this application and I authorize _____ to act as my agent in this matter to make this application on my behalf and to provide any of my personal information that will be included in this application, or collected during the processing of the application.

Date *Signature of Owner*

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.

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. Please be advised that an application for a comprehensive plan amendment lacking the required information will not be accepted.

SIGN POSTING

The City of Federal Way requires the applicant to post a Public Notice sign on the property where an application for a comprehensive plan amendment has been received and is being considered by the city. See the “Instructions for Obtaining & Posting Public Notification Signs” and the “Sign Installation Certificate” handouts for further information.

NOTE: THE ASSIGNED PROJECT MANAGER WILL CONTACT YOU WHEN SIGNS ARE READY FOR PICK-UP AT CITY HALL. THE APPLICANT MUST PROVIDE A SIGNED SIGN INSTALLATION CERTIFICATE ACCOMPANIED BY A LEGIBLE PHOTOGRAPH OF THE SIGN POSTED ON THE SITE.