



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

APPLICATION FOR AMENDMENT TO THE DEVELOPMENT REGULATIONS

1. Requests for Amendments to the Development Regulations (*Federal Way Revised Code*)

- a) **Who may apply.** Any interested person may apply for an amendment to the development regulations.
- b) **How to apply.** The applicant shall file a completed Master Land Use application and this completed form with the Department of Community Development. 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.
- c) **When can you apply?** Application for a proposed amendment must be submitted between August 1st and September 30th by 5:00 p.m., each year. Applications for amendments 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).
- 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 code section of the development regulation and page number where located.

2. SUPPORT FOR THE AMENDMENT

(Please fill out for all amendments)

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).

3. SIGNATURE

Signature

Date

Print Name

Address

Email Address

Telephone No.

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 development regulations amendment lacking the required information will not be accepted.