

SITE-SPECIFIC LAND USE MAP AMENDMENT APPLICATION

ABOUT SITE SPECIFIC LAND USE MAP AMENDMENTS

Site-Specific Land Use Map Amendments change the Comprehensive Plan’s Future Land Use Map.

This application is the second step in the Comprehensive Plan amendment process and must be submitted by applicants within 30 days of their docket request being approved by City Council.

The information submitted with this application will be shared with Planning Commission and City Council during legislative review of the application.

APPLICATION REQUIREMENTS AND APPROVAL

A Site-Specific Land Use Map Amendment follows a legislative review process following the procedures outlined in [SMC 24A.10.020](#). This includes Public Hearings with both the Planning Commission and City Council, with City Council making the ultimate decision on the application.

FEES

Applicants are responsible for providing an initial deposit (as well as additional deposits as needed) to cover the costs incurred by the City due to the application review. The City’s Master Fee Schedule sets the fees for all applications and is updated annually by resolution.

FEES APPLICABLE TO THIS PROJECT
Counter Service Intake, Type 3
Site Specific Zone Reclassification Application Fee
Environmental Checklist Review
Legal Notice – Publication & Mailing, Type 3
Legal Notice – Posting, Actual Cost
Consultant Services, Actual Cost
Legal Review, Actual Cost
See current fee schedule

Submittal Instructions

Please [schedule an intake appointment](#). Upload a pdf of each document onto a USB drive, including a signed version of this form, and bring it to your appointment.

Code Reference

Site-Specific Land Use Map Amendment Process
[SMC 24A.10.020\(3\)](#)

Questions?

[Visit the Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

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APPLICANT INFORMATION

Name: _____ Owner Name: _____
(if different)

Address: _____ Company: _____
(if applicable)

Phone: _____ E-Mail: _____

Resolution Number: _____

PROPERTY INFORMATION

Property Address: _____ Development Name: _____

Parcel Number(s): _____ Current Zoning: _____

Total Square Feet: _____ Proposed Zoning: _____

Critical Areas on or Near Property: Yes No

If yes, describe: _____

Do you control the property that's the subject of this application (lease, easement, or fee-ownership)?
 Yes No

Does this parcel abut the King County Trail Corridor?
 Yes No

Does the proposal require the use of or crossing the King County East Lake Sammamish Regional Trail for access to the project site?
 Yes No

SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as follows:
ProjectType_DocumentType (for example: *SSLUMA_01ApplicationForm*)

- 01. Signed Application Form
- 02. Acceptance of Financial Responsibility/Affidavit of Applicant Status
- 03. Preapplication Conference Notes

Submittal Checklist continued next page

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SUBMITTAL CHECKLIST CONTINUED

- 04. Project Narrative
 - Include a detailed statement of what is proposed to be changed and why.
 - Describe the anticipated impacts, including geographic area(s) affected and issues presented.
 - Explain why existing Comprehensive Plan guidance should not continue in effect or why the existing criteria no longer apply.
 - Describe how the proposed amendment complies with the Growth Management Act’s goals and specific requirements.
 - Explain how the proposed amendment complies with regional and/or county goals and policies.
 - Describe how the proposed amendment complies with the Sammamish Vision Statement.
 - Explain how functional plans and capital improvement programs support the change.
 - Describe public review of the recommended change, necessary implementation and alternatives.
 - Describe the geographic setting of property, including sensitive site features (wetlands, etc.).
 - Provide an analysis of existing surrounding area zoning and a summary of supportive infrastructure.

- 05. Title Report
 - Must be less than 30 days old.
 - Report must be for the parcel(s) related to this application.

- 06. Legal Description
 - Must be for the parcel(s) and zoning boundary/ boundaries related to this application.
 - Must be a title verified description by a Washington State licensed surveyor.

- 07. Mailing List ([Template](#)) and [Map](#)
 - Include all property owners within 1,000 feet of the site (2,000 feet for properties within the Erosion Hazard Near Sensitive Water Bodies overlay)

- 08. [SEPA Environmental Checklist](#)

- 09. Criterion Compliance Narrative
 - Detail how the application meets the criteria listed in [SMC 24A.10.030](#).

- 10. [Concurrency Test Deferral Affidavit](#) (in accordance with [SMC 14A.10.020\(1\)](#))

CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [Chapter 24A.10 SMC](#).

Applicant, Representative, and/or Owner Signature: _____ Date: _____

Applicant, Representative, and/or Owner Signature: _____ Date: _____