



ZONE
RECLASSIFICATION
APPLICATION
(REZONE)

PLANNING
DIVISION
4800 S 188th St
SeaTac, WA
98188
206-973-4750

DEFINITION AND PURPOSE

The purpose of a Zone Reclassification (Rezone) is to provide a change of zoning to allow a new or different land use, which conforms to the City Comprehensive Plan. A Rezone is necessary when there has been a change in conditions, and the Comprehensive Plan may or may not provide for such a use.

CRITERIA FOR APPROVAL

The applicant must show that the proposed use satisfies the following *minimum* criteria for approval by the Hearing Examiner.

1. Section 15.22.050 A – A proposed use and site plan must be submitted with the rezone request if there is an up-zone of the property (e.g. UL 7,200 to UM 3,600).
2. SECTION 15.22.050 B. 1. The proposal conforms with the Comprehensive Plan policies and the adopted Comprehensive Plan specifies that the property shall be subsequently considered through an individual reclassification application;
3. SECTION 15.22.050 B. 2.- The requested reclassification is in the public interest;
4. SECTION 15.22.050 B. 3.- The requested reclassification is not hazardous or will not have adverse impacts on adjacent properties.
5. SECTION 15.22.050 B. 4.- The requested reclassification does not pose undue burdens on public facilities; and
6. SECTION 15.22.050 B. 5.- The requested reclassification has, or will potentially have, an adequate link to a High-Capacity Transit Mode.

SUBMITTAL REQUIREMENTS:

1. **Completed Application**
2. **Site Plan (See Zone Reclassification Checklist, Part II-Plan Requirements, Section 12, below)**

3. **Filing Fee:** [CLICK HERE FOR FEE SCHEDULE](http://www.ci.seatac.wa.us/feeschedule) or find fees at:
www.ci.seatac.wa.us/feeschedule

4. Please submit all of the items listed on the attached checklist.

Failure to submit all requested items (in a legible form) will delay processing of your application.

APPLICATION PROCESS

1. It will take approximately 2 to 3 months from the date of filing a **complete** application for the public hearing and legal notice requirements to be met.
2. Prior to submitting your Zone Reclassification Application, you will need to review your proposed Rezone at a Pre-Application Meeting with the City. ***No Application will be accepted prior to review at a Pre-Application Meeting.*** Please contact the Building Division Permit Coordination Specialist to schedule a Pre-Application Meeting (Phone 206-973-4750).
3. You will receive a “Determination of Completeness” (DOC) as quickly as possible, but no later than within 28 days of the submittal of your completed application stating whether your application is complete or not complete.
4. A “Notice of Application” (NOA) will be published in the City’s newspaper of record and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is issued. You will be required to post a “Notice Board” (see example attached) on the property in conformance with Section 16.07.010B of the SeaTac Municipal Code (SMC). An “Affidavit of Installation” shall be submitted to the City that the “Notice Board” has been installed on the property. The “Notice Board” shall be installed on the property on or before the date the NOA is published in the paper.
5. The Planning Division Staff will set a date for a public hearing before the Hearing Examiner and you will be notified at least 14 days in advance. A staff recommendation will be sent to you at least 14 days in advance of the public hearing.
6. Following the public hearing, the Hearing Examiner will make the final decision on the proposed Zone Reclassification. A “Notice of Decision” (NOD) will be sent to the applicant/property owner and to all persons of record. The decision of the Hearing Examiner may be appealed to the City Council by filing a notice of appeal with the City Clerk within 14 calendar days of the date the Examiner’s written decision is mailed, together with a filing fee of \$100.00.

ZONE RECLASSIFICATION APPLICATION

File No. _____ Parcel No: _____

1. **Current Zone:** _____ **Proposed Zone:** _____

2. **Comprehensive Plan Designation:** _____

3. **Applicant Information:**

Name: _____

Mailing Address: _____

City State Zip

Phone: _____ Fax: _____

Alt. Phone: _____ Email: _____

Status: (Owner, Lessee, Agent, Etc.) _____

4. **Property Owners:**

Name: _____

Mailing Address: _____

City State Zip

Phone: _____ Fax: _____

Alt. Phone: _____ Email: _____

If more than one owner, attach additional sheet with names, addresses, contact information and signatures.

5. **Designated Contact Person:** (The person who will receive and disseminate all correspondence from the City)

Name: _____
Mailing Address: _____

City State Zip

Phone: _____ Fax: _____
Alt. Phone: _____ Email: _____

6. **Business Name** (if applicable) _____

7. **Property:**

Address: _____

City State Zip

Size (sq ft): _____ Acres: _____

Legal Description: _____

8. **Use:**

Current use of property: _____

Proposed use of property (in detail): _____

Applicant's Signature

Printed Name

Date

Owner's Signature

Printed Name

Date

ZONE RECLASSIFICATION APPLICATION CHECKLIST

The following materials are the minimum materials that must be submitted to review your application to determine that it is complete or incomplete as provided for under RCW36.70A.440. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. A “Determination of Completeness” will be issued as quickly as possible, but no later than within 28 days of acceptance stating whether your application is complete or incomplete. Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This application also will not be accepted if you have not had a pre-application meeting with the City. This checklist must be submitted for your application to be reviewed.** If you have any questions, contact the Department of Community and Economic Development (206-973-4750).

***RETURN COMPLETED CHECKLISTS PART I AND PART II WITH
 YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.***

<i>For Office Use Only</i>	
Date Submitted: _____	Date of Pre-App. Meeting: _____

PART I – SUBMITTAL		Applicant	Staff
1	The application form is completed and the original along with five (5) copies submitted.		
2	Legal Description of the subject property, certified by a Professional Land Surveyor, registered in the State of Washington.		
3	An Environmental Checklist is required with all questions answered and the Checklist is signed. (6 copies).		
4	Title Report (dated within the last 90 days) including all easements and deed restrictions. (6 copies).		
5	All oversized plans folded to 8 ½” x 14” size.		

6	One paper reduction of each oversized plan to 8 ½” x 11” size.		
7	County Assessor’s map showing a 1,000 foot radius around the edges of the subject property (<i>Applies only if labels are <u>not</u> purchased from the City of SeaTac.</i>		
8	A minimum of two (2) sets of stamped, legal size envelopes addressed to each property owner within 1,000 feet of subject property (see attached directions following this checklist) with the return address for the City of SeaTac, Community and Economic Development Department. A return stamp is available for your use upon request. (<i>NO METERED MAIL</i>)		
9	A photocopy or printout of names and addresses.		
10	The original receipts for the cost of the stamps, envelopes, and parcel labels needed for notification with a breakdown of the number of property owners between 500 and 1,000 feet. The City will reimburse the applicant/property owner for the cost of notifying all property owners between 500 and 1,000 feet.		
11	<i><u>Six (6) completed Part II site plan checklist copies must be submitted.</u></i>		

PART II - PLAN REQUIREMENTS			
<p><i>Site plan requirements checklist must be completed by the engineer, surveyor, or architect AND six (6) copies submitted or submittal will NOT BE ACCEPTED</i></p> <p><i>Plans are required, unless otherwise indicated at the Pre-Application Meeting.</i></p>		Surveyor	Staff
12	<p>A Site, Landscape and Lighting plan (1 in. = 20, 30, or 40 ft.), drawn to scale, shall be submitted showing the following:</p> <ul style="list-style-type: none"> a) Dimensions and shape of lot with adjacent street names b) The location and dimensions of existing and proposed buildings (Engineering scale only) including the building height of proposed buildings c) Circulation: Adjacent street improvements, ingress and egress, parking layout (showing the number of stalls and stall sizes) d) Required landscaping List and illustrate on the plan the required Landscape area and “Type” (SMC15.14.030) based upon the use proposed (SMC 15.14. 060) e) Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features List and illustrate on the plan the required Landscape area and “Type” (SMC15.14.030) based upon the use proposed (SMC 15.14. 060) f) All existing trees over 8” in diameter by species and trunk diameter for trees to be saved; A “Significant Tree” Retention Plan shall be submitted (SMC 15.14. 170, 180, 190); g) The gross floor area and parking calculations (Cite Applicable City Code) h) Existing and finished grades at 5 ft. contours i) Storm drainage, sidewalks, exterior lighting j) The location of any recreation/open space (if provided) with dimensions k) Proposed public dedication open space 		
13	<p>Building elevations of the proposal showing the front facade and one other facade at 1”=50’, 1”=100’, or 1”=200’ (Engineering Scale Only).</p>		
14	<p>A description of plans for covenants, uses, and continuous maintenance provisions for the project.</p>		

15	Proposed phasing.		
16	Vehicular and pedestrian circulation, and any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern.		
17	A "Lighting Plan" for the site and parking area shall be submitted complying with SMC Chapter 17 (CPTED) standards.		

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

****Please Note – Mailing labels may only be purchased from the City of SeaTac or King County. If you choose to acquire your labels through King County, a Tax Assessor’s map(s) shall be submitted with the application.***

OBTAINING LABELS FROM CITY OF SEATAC:

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, complete a City of SeaTac Address Labels Request Form (attached) and submit it to the Permit Center. Labels can be picked up at the Permit Center approximately two days after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25th, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

REMINDER:

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½” x 4 ½”) with the City’s return address. **(NO METERED MAIL)**

Return Address:

City of SeaTac
Department of Community and Economic Development
4800 South 188th Street
SeaTac, WA 98188

City of SeaTac Address Label Request Form

Date of Request: _____ Date Needed: _____

Applicant's
Name: _____

Street Address _____

City State Zip

Phone: _____ Alternate Phone: _____

Fax: _____ Email Address: _____

Land Use Project (i.e., Short Plat, SEPA,
etc.): _____

Project Address: _____

File Number: _____

Parcel Number: _____

For Internal Use Only:

Date Completed: _____ Completed By: _____

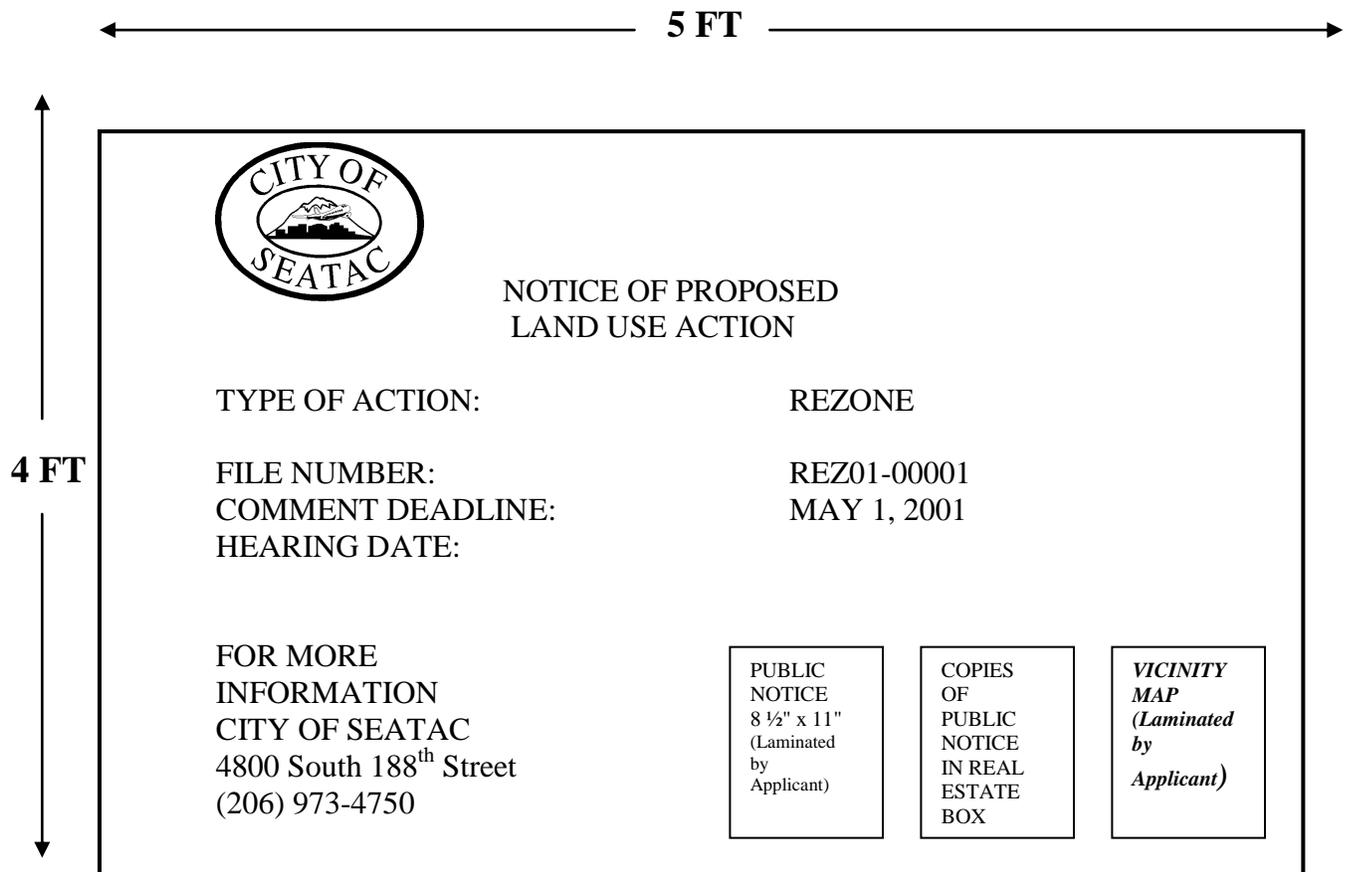
Cost: _____ Date Paid: _____

GIS PRODUCTS AND SERVICES – 001.341.70.00.002

NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by five feet (5') and shall have a sky blue background with white lettering. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;
- b. Three inch (3") capital letters for the title;
- c. Two inch (2") capital letters for all other letters.



NOTICE BOARD INSTALLATION REQUIREMENTS (MINIMUM)

