

SITE-SPECIFIC LAND USE MAP AMENDMENT PREAPPLICATION CONFERENCE REQUEST FORM

ABOUT SITE-SPECIFIC LAND USE MAP AMENDMENT (SSLUMA) PREAPPLICATION CONFERENCES

A Preapplication Conference is the first step in preparing to submit a Site-Specific Land Use Map Amendment (SSLUMA) Docket Request and is required in order to submit the Docket Request. A SSLUMA changes the Comprehensive Plan's Future Land Use Map for a single property or a group of properties.

The preapplication conference will provide a detailed overview of SSLUMA process including the annual docketing process and the annual amendment process. It's also an opportunity for the applicant to discuss their proposal and get their questions about rezoning answered.

Please note that the SSLUMA Preapplication Conference may not be used to discuss any land use projects or applications. These have separate processes and their own Preapplication Conferences.

APPLICANT RESPONSIBILITIES

Information provided by City staff as part of a Preapplication Conference does not guarantee approval. Applicants are responsible for completing all property-related research, providing all required supporting documentation, and submitting a complete application.

FEES

The fee applicable to this request is a Pre-Application Meeting (Site-Specific Land Use Map Amendment). [See current fee schedule.](#)

Requests must be received at least 14 business days before the desired conference date and are scheduled based on availability.

Code Reference

Annual Docket Procedures
[SMC 24A.10.010\(3\)\(a\)](#)

Resources

[Annual Docket website](#)
[King County iMap](#)
[Sammamish Property Tool](#)

Questions?

[Email the City](#)

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

PREAPPLICATION CONFERENCE REQUEST FORM



APPLICANT INFORMATION

Name: _____ Phone: _____
E-Mail: _____ Preferred Contact Method: ☐ Phone ☐ Email

PROPERTY INFORMATION

Owner Name: _____ Owner Phone: _____
Current Zoning: _____ Proposed Zoning: _____
Property Address: _____
Parcel Number(s): _____
Critical Areas on or Near Property: ☐ Yes ☐ No
If yes, describe: _____
Does this property cross the King County Trail? ☐ Yes ☐ No

PREAPPLICATION SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:
(For example: *02 Project Narrative*)

- ☐ 01. Pre-Application Conference Form
- ☐ 02. Project Narrative
 - Include brief overview of your property & your request
 - Summarize what you'd like to discuss at the conference
- ☐ 03. List of Questions
 - Provide a list of questions for discussion at the Preapplication Conference

ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](https://mybuildingpermit.com).
- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.
- 3 Select the following:

Application Type
Land Use

Project Type
Any Project Type

Activity Type
Preapplication Services

Scope of Work
Docket Request

- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.