

# SITE-SPECIFIC FUTURE 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 the 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

FEES APPLICABLE TO THIS PROJECT
Site Specific Land Use Amendment
Environmental Checklist Review
Notice and Publishing
Consultant Reviews (if applicable)
<a href="#">See current fee schedule</a>

### Code Reference

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

### Resources

[King County iMap](#)  
[Sammamish Property Tool](#)

### Questions?

[Visit the Permit Center](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

# SITE-SPECIFIC FUTURE LAND USE MAP AMENDMENT APPLICATION



## OWNER INFORMATION

☐ Owner is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPLICANT/REPRESENTATIVE INFORMATION

☐ Applicant is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

*\*O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).*

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Development Name: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Total Square Feet: \_\_\_\_\_

Critical Areas on or Near Property: ☐ Yes ☐ No

If yes, describe: \_\_\_\_\_

Do you control the property where the work is being proposed (lease, easement, or fee-ownership)?

☐ Yes ☐ No

Is the proposed project located on a parcel that abuts the King County Trail Corridor?

☐ Yes ☐ No

Does the proposal require the use of or crossing of the King County East Lake Sammamish Regional Trail for access to the project site?

☐ Yes ☐ No

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## 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. Signed Application Form
- ☐ 02. Project Narrative
  - Include a detailed statement of why the designation is proposed to be changed
  - Describe the geographic setting of the property, including critical areas
  - Provide details about the surrounding area zoning
  - Describe engagement with the City and community (if any) leading up to this application
  - Describe how the change in designation could impact the surrounding areas and community, both positively and negatively
  - Detail how the change in designation supports the [Sammamish Vision Framework](#) and the goals, policies, and strategies of the City's Comprehensive Plan and other adopted plans, such as:
    - [The Climate Action Plan](#)
    - [The Housing Diversification Toolkit](#)
    - [The PROS Plan](#)
    - [The Transportation Master Plan](#)
    - [The Transit Plan](#)
- ☐ 03. Preapplication Conference Letter
- ☐ 04. [Acceptance of Financial Responsibility - Affidavit of Applicant Status](#)
- ☐ 05. Title Report (<30 days old)
  - Must be less than 30 days old
  - Must be for the parcel(s) related to this application
- ☐ 06. Legal Description
  - Must be for 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, Map, and Labels
  - Include all property owners within 500 feet of the site
  - Utilize the Excel template provided and upload a PDF version, with the map, under "Mailing List, Map, and Labels" in [MyBuildingPermit.com](#)
  - After submittal, the City will request the Excel version of the template via email
- ☐ 08. [SEPA Checklist](#)
- ☐ 09. [Critical Area Affidavit](#)
- ☐ 10. Criteria Compliance Narrative
  - Detail how the application meets each of the criteria listed in [SMC 24A.10.030](#).
- ☐ 11. [Concurrency Test Deferral Affidavit](#)

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## 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 [SMC 21.09.010](#).

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Representative Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

## ONLINE SUBMITTAL INSTRUCTIONS

1 Create an account on [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

Code or Plan Amendments  
& Interpretations

Scope of Work

Site Specific  
Comprehensive Plan  
Map Amendment

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