

**City of Seattle**  
**COMPREHENSIVE PLAN AMENDMENT APPLICATION**

Use this application to propose a change in the policies, future land use map, appendices, or other components of the adopted City of Seattle Comprehensive Plan. Applications are due to the Seattle City Council no later than 5:00 p.m. on May 15th for consideration in the next annual review cycle. If May 15th falls on a weekend, the deadline is the Friday closest to that date. Any proposals received after May 15th will be considered in the review process for the following year.

(Please Print or Type)

Date:

Applicant:

Mailing Address:

City:                                      State:      Zip:                                      Phone:

Email:

Contact person (if not the applicant):

Mailing Address:

Email:

City:                                      State:      Zip:                                      Phone:

Name of general area, location, or site that would be affected by this proposed change in text (attach additional sheets if necessary)

If the application is approved for further consideration by the City Council, the applicant may be required to submit a State Environmental Policy Act (SEPA) checklist.

Acceptance of this application does not guarantee final approval.

Applicant  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Attachment A

## **REQUIRED QUESTIONNAIRE: Comprehensive Plan Amendment Application**

Please answer the following questions in text and attach them to the application. Supporting maps or graphics may be included. Please answer all questions separately and reference the question number in your answer. The Council will consider an application incomplete unless all the questions are answered. When proposing an amendment, you must show that a change to the Comprehensive Plan is required.

1. Provide a detailed description of the proposed amendment and a clear statement of what the proposed amendment is intended to accomplish. Include the name(s) of the Comprehensive Plan Element(s) (Land Use, Transportation, etc) you propose to amend.
  - a. If the amendment is to an existing Comprehensive Plan goal or policy, and you have specific language you would like to be considered, please show proposed amendments in "line in/line out" format with text to be added indicated by underlining, and text to be deleted indicated with ~~strikeouts~~.
  - b. If the proposed amendment would also require a change to the Seattle Municipal Code (SMC), please indicate the SMC section(s) needing amendment. If you have specific language you would like to be considered, please show proposed edits to the SMC in "line in/line out" format as described above.
  - c. If the amendment is to the Future Land Use Map, please provide a map that clearly outlines the area proposed to be changed.
2. Describe how the issue is currently addressed in the Comprehensive Plan. If the issue is not adequately addressed, describe the need for it.
3. Describe why the proposed change meets the criteria adopted in Resolution 30662 for considering an amendment to the Comprehensive Plan. The criteria are listed at the end of this application form. Is a Comprehensive Plan amendment the best means for meeting the identified public need? What other options are there for meeting the identified public need?
4. What do you anticipate will be the impacts caused by the change in text, including the geographic area affected and the issues presented? Why will the proposed change result in a net benefit to the community?
5. How would the proposed change comply with the community vision statements, goals, objectives, and policies of the Comprehensive Plan? Please include any data, research, or reasoning that supports the proposed amendments.

Attachment A

6. Is there public support for this proposed text amendments (i.e. have you conducted community meetings, etc.)? Note: The City will provide a public participation process, public notice, and environmental review for all applications.

Your comprehensive Plan Amendment Application must be received by the City Council no later than 5:00 p.m. on May 15th to be considered in the next year's annual review process. You can send your application via e-mail (the preferred method) to [compplan@seattle.gov](mailto:compplan@seattle.gov), or via regular mail to: Office of the City Clerk, 600 Fourth Avenue, Floor 3, PO Box 34025, Seattle, Washington 98124-4025.

### **Criteria for Comprehensive Plan Amendment Selection (from Resolution 30662)**

The following criteria will be used in determining which proposed Comprehensive Plan amendments will be given further consideration:

- A. The amendment or policy is appropriate for the Comprehensive Plan because:
  - The amendment is not appropriate as a regulatory measure, and warrants a Comprehensive Plan amendment;
  - The amendment is not better addressed as a budgetary or programmatic decision;
  - The amendment is not better addressed through another planning process, such as neighborhood planning; or
  - The Growth Management Act (GMA) mandates the amendment as part of the 10-year update.
  
- B. The amendment is legal - the amendment meets existing state and local laws.
  
- C. It is practical to consider the amendment because:
  - The timing of the amendment is appropriate and Council will have sufficient information necessary to make an informed decision;
  - City staff will be able to conduct sufficient analysis and to develop policy and any related development regulations within the available time frame;
  - The proposed amendment is consistent with the overall vision of the Comprehensive Plan and well-established Comprehensive Plan policy, or the Mayor or Council is interested in significantly changing existing policy;
  - The amendment has not been recently rejected; and
  - If the proposed change is to neighborhood plan policies, there has been a neighborhood review process to develop the proposal, or a neighborhood review process can be conducted prior to final Council consideration of the amendment.