



TOWN OF WOODWAY

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<http://www.townofwoodway.com>

Request #:
Date Received:

COMPREHENSIVE PLAN & DEVELOPMENT CODE AMENDMENT REQUEST

PLEASE CHECK APPLICABLE AMENDMENT REQUESTS

- COMPREHENSIVE PLAN TEXT AMENDMENT
- COMPREHENSIVE PLAN LAND USE MAP AMENDMENT
- DEVELOPMENT CODE TEXT AMENDMENT
- ZONING MAP AMENDMENT

Note: A Development Code / Zoning Map amendment may be required concurrent with a Comprehensive Plan Map / Text Amendment request in order to keep the documents consistent. Consult the Town for more information.

Additionally, a pre-application conference is required prior to submittal of this application. To schedule a pre-application conference, please contact the Town at the number above.

Planning is an ongoing process, and improved data or changing circumstances will require amendments to the comprehensive plan or development regulations. Amendments to the comprehensive plan or development regulations can be requested by the Town Council, Planning Commission, Town Staff, or by any affected citizen on a yearly basis. Yearly review of proposed amendments shall begin in July and should conclude in December. Applications for amendments shall be submitted by May 1 of each year in order for the amendment to be reviewed that year. Applications for amendments submitted after May 1 shall be reviewed the following year.

COMPREHENSIVE PLAN TEXT / LAND USE MAP AMENDMENT:

The annual deadline for submittal of requests for Comprehensive Plan Amendments is May 1. Proposed amendments to the Town of Woodway Comprehensive Plan will initially be reviewed by the Planning Commission. A public workshop and a public hearing will be held, and the Planning Commission will make a recommendation of approval or denial to the Town Council. The Town Council will approve or deny the proposed amendment after an additional public workshop and public hearing. Comprehensive Plan amendments can only be considered once each calendar year; Town Staff, the Planning Commission, and the Town Council must consider all of the proposed amendments for the year concurrently in order to assess their cumulative impact. A Development Code / Zoning Map Amendment may also be required concurrent with a Comprehensive Plan Map / Text Amendment request in order to keep the documents consistent.

The Planning Commission will review amendment requests and prepare a recommendation of approval or denial to the Town Council based on the following criteria. Amendments will only be granted if the Town Council determines that the request is consistent with the following criteria. Applicants must address each of the following standards and criteria in a written response that shall be attached to this amendment request application:

1. The amendment will not result in development that will adversely affect the public health, safety, and general welfare.
2. The amendment is based on new information that was not available at the time of adoption of the Comprehensive Plan, or that circumstances have changed since the adoption of the plan that warrant an amendment to the Plan.
3. The amendment is consistent with other goals and policies of the Comprehensive Plan, and that the amendment will maintain concurrency between the Land Use, Transportation, and Capital Facilities Elements of the Plan.

To address the above criteria, consider and discuss the following questions:

- What is the public benefit, necessity, and/or convenience that requires this amendment?

- What significance will the proposed amendment have to the community?
- What effect will the proposed amendment have on other elements of the comprehensive plan?
- What effect will the proposed amendment have on public funding? Will approval or denial of the proposed amendment cause public funds to be expended?
- Will approval of the proposed amendment require expansion of infrastructure for transportation, utilities and/or other essential public services and facilities?
- What effect will the proposed amendment have on related ordinances, regulations, and development standards?
- What impact will the proposed amendment have on:
 - a) The health, safety and general welfare of the public;
 - b) The Town's design and aesthetics;
 - c) Development interests;
 - d) Neighborhoods;
 - e) Environmentally critical areas

DEVELOPMENT CODE / ZONING MAP AMENDMENTS:

The annual deadline for submittal of requests for Development Code amendments is July 31. Proposed amendments to the Development Code, the Zoning Map, and the Zoning Matrix are reviewed once a year during the Comprehensive Plan annual review period in order to keep the documents consistent.

APPLICATION - PART I

ANSWER THE FOLLOWING, AS APPLICABLE

APPLICANT:

Name:	
Mailing Address:	
Email Address:	
Phone Number:	Fax Number:

AGENT/CONSULTANT/ATTORNEY: (mandatory if primary contact is different from applicant or property owner)

Name:	
Mailing Address:	
Email Address:	
Phone Number:	Fax Number:

PROPERTY OWNER(S): (if more than one property owner, attach additional info/signature sheets)

Name:	
Mailing Address:	
Email Address:	
Phone Number:	Fax Number:

COMPREHENSIVE PLAN & DEVELOPMENT CODE TEXT AMENDMENT – Please answer the following questions:

1. Which goals and policies of the Town of Woodway Comprehensive Plan are you requesting to be amended or added? List the applicable element(s) and text sections for which an amendment is being sought. Please include the element number(s), specific sections of the text and page number(s).

2. What do you want to change about the Comprehensive Plan / Development Code and why? Discuss the reason or rationale for the proposed text amendment.

3. What specific language revisions to the Comprehensive Plan / Development Code text are you requesting?

COMPREHENSIVE PLAN LAND USE MAP & ZONING MAP AMENDMENTS

Site Address / Location:
Parcel Number(s) of Project / Proposal:
Legal Description of Project / Proposal:
Source of Legal Description:
Parcel Size(s):
Adjacent Area Owned or Controlled (acres or sq. ft.):
Parcel Number(s) of Adjacent Area:
Description of Proposal:

	Current Designation	Requested Designation
Land Use Map:		
Zoning Map:		
Existing Use of Property:		

Proposed Use of Property: Single Family Duplex Multifamily Commercial
 Industrial Other (describe): _____

Reason or Rationale for the Proposed Amendment / Reclassification:	
What Factors Support the Proposal?	
Consistency with the Comprehensive Plan:	
Compliance with the Purpose and Intent of the Zoning:	
School District:	Fire District:
Sewer Purveyor:	Water Purveyor:
List Previous Planning Actions Involving Subject Property:	
Name(s) of Public Road(s) providing access:	
Width of property fronting on Public Road:	
Does the Proposal have access to an Arterial or Planned Arterial: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Name of Arterial Road(s):	
If you do not hold title to the Property, what is your interest in it?	
What impacts will the proposed amendment / reclassification have on adjacent properties?	
What measures do you propose to mitigate your proposal's impact on surrounding land use?	

APPLICATION - PART 2

THE ITEMS BELOW MUST BE SUBMITTED AS APPLICABLE:

ALL APPLICATIONS

- Application Form & Fees: Submit completed application with all signature blocks completed and non-refundable application fees and associated environmental fees (contact Town staff for a copy of the current fee schedule). Acceptance of the application and fees does not guarantee approval of the amendment.
- SEPA Environmental Checklist
- Required Public Notice: Town staff will provide you with the preparation instructions at the Pre-Application Conference.
- Other Exhibits or Applications

COMPREHENSIVE PLAN AMENDMENTS

- Written Response to Standards & Criteria

MAP AMENDMENTS

- Assessor's Section Maps: Submit two copies of current County Assessor maps showing the subject property outlined in red and adjacent property owned or under option to the owner or sponsor (indicate adjacent property with a red dashed line). Adjacent includes property located across roads and rivers, etc.

Assessor maps are available at the County Assessor's Office and must be current (less than 30 days old) at the time of submittal and stamped by a licensed land surveyor. Platted (1"=200') and range (1"=400') parcel maps must be obtained, as you may need both sets, depending on your property location. The maps are used for legal notification of property owners within 400 feet of the boundary of the total contiguous ownership and/or controlled property (shown in red). Label and show in red line the 400-foot boundary from the total contiguous ownership.

Note: The property does not have to be surveyed at this time. The map stamped by a licensed land surveyor verifies the written legal description for the proposed zone change is an approximate representation on the map.

- Zoning Section Map: Submit one copy of the official zoning map with the boundary of the proposed zone change(s) indicated in red, with the proposed zoning labeled on the property. The zoning boundary shall be stamped by a licensed land surveyor. Copies of official zoning maps are obtainable from the Town of Woodway (The written legal description(s) on the application form and the zoning boundary(s) shown on the map shall coincide).

Note: The property does not have to be surveyed at this time. The map stamped by a licensed land surveyor verifies the written legal description for the proposed zone change is an approximate representation on the zoning map.

- Certificate Of Water & Sewer Availability: Submit one copy of a signed certificate of water availability from the water purveyor and one copy of a letter from the sewer purveyor discussing how sewer will be provided to the site (size of lines and improvements required to connect) and whether the required improvements are in conformance with the approved sewer comprehensive plan or an amendment to the sewer comprehensive plan is required.
- Zoning Plan and / or Site Plan, If Applicable: Submit three copies of the development proposal drawn to scale and 1 zoning plan / site plan reduction (8 1/2" x 11" or 11" x 17") indicating the following information in a clear and concise manner:

- a. North arrow.
- b. Dimensions of the site boundaries and area in square feet or acres.
- c. Corporation, firm, or individual preparing the site plan – with the date.
- d. A small vicinity map.
- e. Indicate right of way width and names of streets adjacent to the site.
- f. Existing buildings and other improvements: indicate which ones are to remain, which ones are to be removed.
- g. Proposed buildings and dimensions.
- h. Height of all buildings, structures, and signs.
- i. Access points and driveways.
- j. Proposed or existing easements providing access to the site.
- k. Interior circulation patterns.
- l. Parking areas and spaces.
- m. Building setbacks to property lines, and to centerline of adjacent private and public roads.
- n. Type and location of landscaping, fencing, lighting, and signage.
- o. The following data in table form on the site plan:

Existing Zone(s):	Proposed Zone(s):
Acres or Sq. Ft.:	Building Use(s):
Building Setbacks:	Percent Building Coverage:

This application and all supporting material required by the town must be submitted at the time of application in order for the application to be complete. Amendment initiated by:

- Citizen Planning Commission Town Council Town Administrator
- Other: _____

APPLICATION - PART 3

SURVEYOR VERIFICATION

I, the undersigned, a licensed land surveyor, have completed the information requested. The map / site plan has been prepared by me or under my supervision in accordance with the requirements of the town of Woodway zoning / subdivision regulations and the laws of the State of Washington.

Name:	
Address:	
E-mail:	Phone:
Surveyor Signature:	Date:

SIGNATURE OF APPLICANT OR REPRESENTATIVE

I, the undersigned, swear or affirm under penalty of perjury that the above responses are made truthfully and to the best of my knowledge. I further swear or affirm that I am the owner of record of the area proposed for the previously identified land use action, or, if not the owner. Attached herewith is written permission from the owner authorizing my actions on his/her behalf? The above signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the above listed agent/consultant/attorney to act as our agent with respect to this application.

Name:	
Address:	
Signature:	Date:

NOTARY

STATE OF WASHINGTON)

) SS:

TOWN OF WOODWAY)

On this _____ day of _____, 20____, before me, the undersigned a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared

_____, being duly sworn, on his/her oath deposes and says that s/he has prepared and read the foregoing statements and has acknowledged to me that the recitations contained therein are true, and has signed this instrument as his/her free and voluntary act and deed for the purposes therein mentioned.

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public in and for the State of Washington

Residing at _____

My Commission expires: _____