

# Comprehensive Plan Amendment Submittal Checklist

Planning & Community Development  
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The City Council may modify the text or map of the Comprehensive Plan in accordance with the provisions of the Growth Management Act, in order to respond to changing circumstances or needs of the City. Please note that each proposed amendment requires a separate application.

Name \_\_\_\_\_ City Staff \_\_\_\_\_

Date \_\_\_\_\_ Zone District \_\_\_\_\_

Address(es) or Tax Parcel ID(s) \_\_\_\_\_

Project Description \_\_\_\_\_

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

Please review the following to learn more about plan amendments:

- General Comprehensive Plan Amendment Criteria in [SMC 20.30.340](#)
- Site Specific Comprehensive Plan Amendment Criteria in [SMC 20.30.345](#)

To access this checklist online visit [shorelinewa.gov/checklists](http://shorelinewa.gov/checklists)



If you have questions about the City's code or submittal requirements, please email [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov) to connect with a **planner** who can walk you through the requirements.

Incomplete submittals and documents not meeting the standards listed below will not be accepted for review.

## Submittal Standards

Applications for this type of permit must be submitted electronically. Please review the City's [Electronic Permitting handout](#) to find out how to set up an account, submit applications, submit revisions, check on your permit status and more.

All forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up. A 2-inch-tall by 3-inch-wide space must be left blank on the cover sheet of all plans to allow for City stamps.

Drawings must be clear, and information must be legible. Documents must be named in accordance with the [City's naming conventions](#). Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

## Prerequisites

- Preapplication Meeting Project Number: \_\_\_\_\_
  - A Preapplication Meeting with the City is required prior to submitting an application for a site-specific Comprehensive Plan amendment. It is not required for a general plan amendment.
- Neighborhood Meeting Date: \_\_\_\_\_
  - The Neighborhood Meeting must be held before the application can be submitted to the City.

Open M, T, F 8 a.m. to 5 p.m.  
Open W, Th 1 p.m. to 5 p.m.  
Permit processing ends at 4 p.m.

## Required Documents

- [Permit Application and Critical Area Worksheet](#)
- Submittal Fee
  - Please reference the [City's fee schedule](#) for current application fees.
- Cover Letter
  - Must explicitly describe the proposed text, map or other changes to the City's plan.
  - For site-specific amendments, the letter must also address how the proposed change to the City's comprehensive plan and/or map complies with the decision criteria in [SMC 20.30.345\(B\)](#).
  - For general amendments, the letter must also address how the proposed change to the plan complies with the decision criteria in [SMC 20.30.340\(B\)](#).
- Neighborhood Meeting Summary
  - Please see requirements in [SMC 20.30.090\(C\)](#).
  - Must include list of meeting attendees and their contact information (address or email address).
  - Must include a copy of the notice that was mailed, and the mailing list.
  - Summary of concerns, issues and problems expressed during the meeting, and the applicant's response to each item.
  - A summary of proposed modifications or changes to address neighbor concerns, OR a summary of why the applicant is unwilling or unable to address the concern.
- [SEPA Environmental Checklist](#)
  - All questions must be answered, including the Supplemental Sheet for Non-Project Actions (Part D).
  - Additional fee for SEPA Environmental Checklist review is required at the time of application, as specified in the [City's fee schedule](#).
- Site Plan(s)
  - Please review the City's [Site Plan handout](#).
- Title Report
  - Must be less than 30 days old.
  - Must include Schedule B.
- Vicinity Map
  - Graphic scale and north arrow.
  - The exact boundaries of all properties within a 500' radius of the perimeter of the subject property.
  - Existing zoning and land use designations of all properties within a 500' radius of the perimeter of the subject property.
  - The location, width, and name of all public and private roads in the vicinity of the subject property.
  - The name and location of any public parks, libraries and similar facilities in the vicinity of the subject property.

## Additional Documents (Possibly Required)

- Existing Subdivision Plat
  - Required if the proposal is for a site-specific change to the plan, and if the property is a platted lot, composed of multiple platted lots or pieces of platted lots. Properties that do not have a plat history do not need to provide historic plat documents.
  - Provide a copy of the original plat and any plat modifications which created this parcel.
  - This information is available from the King County Recorder's Office.
- Other documents as required:
  - \_\_\_\_\_
  - \_\_\_\_\_