



# City of Seattle COMPREHENSIVE PLAN AMENDMENT APPLICATION

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The use of this application is appropriate when a change in the specific text in the adopted City of Seattle Comprehensive Plan is desired. Applications are due to the Seattle City Council no later than 5:00 p.m. on February 25<sup>th</sup> for consideration in the same calendar year. If February 25<sup>th</sup> falls on a weekend, the deadline is the Friday closest to that date. Any proposals received after February 25<sup>th</sup> will fall into the review process for the following year.

<b>FOR OFFICE USE ONLY</b>
Application Received (stamp)

(Please Print or Type)

Date:

Applicant:

Mailing Address:

City: State: Zip: Phone:

Email:

Contact (if not applicant):

Mailing Address:

Email:

City: State: Zip: Phone:

If Applicant, Name of General Area/Location/Site which would be affected by this proposed change in text (attached additional sheets if necessary)

If the application is approved for further consideration by the City Council, the applicant may be required to submit a Sate Environmental Policy Act (SEPA) checklist. Acceptance of this application does not guarantee final approval

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

Date: \_\_\_\_\_

**REQUIRED QUESTIONNAIRE: Comprehensive Plan Amendment Application**

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Please answer the following questions in text and/or graphic form and attach them to the application. If your document is submitted electronically, please use a word processing file format with graphics included. Answer all questions separately and reference the question number in your answer. **An application will be considered 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 and explanation of the proposed text amendment. Include the Element (Land Use, Transportation, etc) and the specific goal or policy to be amended.
  - a) If the amendment is to an existing goal or policy, please show proposed edits in “line in/line out” format with text to be added indicated by underlining, or text to be deleted indicated with ~~strikeouts~~.
  - b) If the amendment would also require a change to the Seattle Municipal Code, please indicate the section needing the change and suggested edits to the code language in “line in/line out” format.
- 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) Why is the proposed change 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? Include any data, research, or reasoning that supports the proposed amendments.
- 6) Is there public support for this proposed text amendments (i.e. have you conducted community meetings, etc.)? Note: All applications will be subject to full public participation, notice and environmental review.

Your comprehensive Plan Amendment Application must be received by the City Council no later than 5:00 p.m. on February 25<sup>th</sup> to be considered in that calendar year. 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 94728  
Seattle, WA 98124-4728**