

ZONE RECLASSIFICATION APPLICATION

ABOUT ZONE RECLASSIFICATIONS

A property owner or their representative may request a zone reclassification, sometimes called a rezoning, to change the zoning to a higher intensity within the zoning hierarchy allowed by the current Future Land Use Map (FLUM). Such a zone reclassification is a *quasi-judicial rezoning*.

For example, a property with a designation of Neighborhood Residential on the FLUM and shown on the current Zoning Map as R-4 may submit a zone reclassification to change their zoning to R-6. Zone reclassifications are subject to the criteria listed in Sammamish Municipal Code (SMC) [21.09.100\(G\)\(2\)](#).

A zone reclassification that does not conform to the FLUM must first submit a docket request for a *site-specific land use map amendment* and rezone, which must follow [SMC 24A.10](#).

FEES

Applicants are responsible for providing an initial deposit (as well as additional deposits as needed) to cover all application review costs.

FEES APPLICABLE TO THIS PROJECT
Zone Reclassification
SEPA Environmental Checklist Review
Notice and Publishing
15% Technology Fee
POTENTIAL FEES
Critical Area Report (Third Party Review)
Geotech Report (Third Party Review)
See current fee schedule

Code Reference

Quasi-Judicial Rezoning
[SMC 21.09.100\(G\)](#)

Hearing Examiner Findings
[SMC 21.09.020.T.1](#)

Hearing Examiner Zone
Reclassification Findings
[SMC 21.09.020.T.2](#)

Resources

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

Questions?

[Submit Project Guidance](#)
[Visit the Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

ZONE RECLASSIFICATION 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: _____

**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.*

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____

Current Zoning: _____ Proposed Zoning: _____

Total Lot Area(s): _____ Total Critical Areas on Property: _____
(Square Feet) (Square Feet)

Please complete the below for any critical areas on property:

Type	Total Area (Square Feet)	Type	Total Area (Square Feet)
<input type="checkbox"/> Frequently flooded area	_____	<input type="checkbox"/> Lake	_____
<input type="checkbox"/> Landslide area	_____	<input type="checkbox"/> Critical aquifer recharge area	_____
<input type="checkbox"/> Seismic hazard area	_____	<input type="checkbox"/> Wetland	_____
<input type="checkbox"/> Erosion hazard area	_____	<input type="checkbox"/> Stream	_____
<input type="checkbox"/> Erosion hazard near sensitive water bodies overlay	_____	<input type="checkbox"/> Fish & wildlife habitat conservation area	_____

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

☐ Yes ☐ No

Property Information continued next page

ZONE RECLASSIFICATION APPLICATION

PROPERTY INFORMATION CONTINUED

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 the King County East Lake Sammamish Regional Trail for access to the project site?

☐ Yes ☐ No

SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as follows:

ProjectType_DocumentType (for example: ZRA_01ApplicationForm)

- ☐ 01. Signed Application Form
- ☐ 02. Project Narrative
 - Describe the geographic setting of the property, including sensitive site features (wetlands, etc.).
 - Provide an analysis of existing surrounding area zoning and a summary of supportive infrastructure.
 - For applications related to a Site-Specific Land Use Map Amendment, provide a summary of the application process to date, including the Ordinance Number approving the Map Amendment.
- ☐ 03. Project Guidance Notes
- ☐ 04. Preapplication Conference Letter
- ☐ 05. [Acceptance of Financial Responsibility/Affidavit of Applicant Status](#)
- ☐ 06. Title Report
 - Must be less than 30 days old.
 - Report must be for the parcel(s) related to this application.
- ☐ 07. Legal Description
 - Must be for the parcel(s) and zoning boundary/ boundaries related to this application.
 - Must be a title-verified description by a Washington State licensed surveyor.
- ☐ 08. Mailing List, Map, and Labels
 - Include all property owners within 500 feet of the site (radius must be large enough to include a minimum of 20 separate property owners) 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
- ☐ 09. [SEPA Checklist](#)

Submittal Checklist continued next page

ZONE RECLASSIFICATION APPLICATION

SUBMITTAL CHECKLIST CONTINUED

- ☐ 10. Criterion Compliance Document
 - Detail how the application meets the criteria listed in [SMC 21.09.100](#) and [SMC 21.09.020\(T\)](#).
- ☐ 11. Other Documents (as required)

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
Rezone

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