

# SITE-SPECIFIC LAND USE MAP AMENDMENT PREAPPLICATION CONFERENCE REQUEST FORM

## ABOUT SITE-SPECIFIC LAND USE MAP AMENDMENT (SSLUMA) PREAPPLICATION CONFERENCES

A Preapplication Conference is the first step in preparing to submit a Site-Specific Land Use Map Amendment (SSLUMA) Docket Request and is required in order to submit the Docket Request. A SSLUMA changes the Comprehensive Plan's Future Land Use Map for a single property or a group of properties.

The preapplication conference will provide a detailed overview of SSLUMA process including the annual docketing process and the annual amendment process. It's also an opportunity for the applicant to discuss their proposal and get their questions about rezoning answered.

Please note that the SSLUMA Preapplication Conference may not be used to discuss any land use projects or applications. These have separate processes and their own Preapplication Conferences.

## APPLICANT RESPONSIBILITIES

**Information provided by City staff as part of a Preapplication Conference does not guarantee approval.** Applicants are responsible for completing all property-related research, providing all required supporting documentation, and submitting a complete application.

## FEES

The fee applicable to this request is a Pre-Application Meeting (Site-Specific Land Use Map Amendment). [See current fee schedule.](#)

Requests must be received at least 14 business days before the desired conference date and are scheduled based on availability.

### Code Reference

Annual Docket Procedures  
SMC 24A.10.010(3)(a)

### Resources

[Annual Docket website](#)  
[King County iMap](#)  
[Sammamish Property Tool](#)

### Questions?

[Email the City](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

# PREAPPLICATION CONFERENCE REQUEST FORM



## APPLICANT INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Preferred Contact Method:  Phone  Email

## PROPERTY INFORMATION

Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Parcel Number(s): \_\_\_\_\_  
Critical Areas on or Near Property:  Yes  No  
If yes, describe: \_\_\_\_\_  
Does this property cross the King County Trail?  Yes  No

## PREAPPLICATION SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:  
(For example: 02 Project Narrative)

- 01. Pre-Application Conference Form
- 02. Project Narrative
  - Include brief overview of your property & your request
  - Summarize what you'd like to discuss at the conference
- 03. List of Questions
  - Provide a list of questions for discussion at the Preapplication Conference

## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](https://mybuildingpermit.com).
- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Land Use	Any Project Type	Preapplication Services	Docket Request
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.