

# DOCKET REQUEST FORM

## ABOUT DOCKET REQUESTS

Docket requests are the first step in the process of amending the City’s Comprehensive Plan or development regulations. There are two types of docket requests:

- **Site-Specific Land Use Map Amendment:** This changes the Comprehensive Plan’s Future Land Use Map for a single property or a group of properties. A [Pre-Application Conference](#) is required prior to submitting a Site-Specific Land Use Map Amendment Docket Request.
- **Text Amendment:** This changes the text of the Comprehensive Plan or the Sammamish Municipal Code development regulations and can be minor corrections or more substantive additions/modifications. Submitting the [Text Amendment Guidance Form](#) is strongly encouraged before submitting a Text Amendment docket request.

## APPLICATION REVIEW PROCESS

Staff review all docket requests for completeness and will use the information provided in the application form to present your request to the Sammamish Planning Commission and City Council.

The City Council has decision-making authority over all annual docket proposals and can choose to approve, deny, modify, or defer a request. Docket requests are evaluated based on alignment with the City work plan, current policies, and programmatic priorities as well as staff capacity and budget to complete a full review of the request in the following year.

Should City Council decide to docket your request, you will have 30 days to submit the appropriate Amendment Application form.

## FEES

FEES APPLICABLE
Docket Request - Site Specific Land Use Map Amendment
Docket Request – Text Amendment, Addition or Modification*
<a href="#">See current fee schedule</a>

\*For Text Amendments, public benefit will be determined by the Department Director during staff review.

### Code Reference

Annual Docket Procedures  
[SMC 24A.10.010\(2\)\(b\)](#)

### 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)

# DOCKET REQUEST FORM

## APPLICANT INFORMATION

 REQUEST HAS MULTIPLE APPLICANTS\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**\*Please use pages 3 and 4 to add additional applicants as needed**

## 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. Signed Application Form
  - For Site-Specific Land Use Map Amendments, use page 5 of this form for property information

- 02. Project Narrative

### Site-Specific Land Use Map Amendment Docket Requests

- Provide an overview of the property/properties including the zoning of surrounding parcels and the existence of any known critical areas
- Provide the proposed zoning change and explain why the change of zoning is desired/needed
- Explain how the request relates to the decision criteria in [SMC 24A.10.30](#)

### Text Amendment Docket Requests

- Provide an overview of the issue you would like to address and include a proposed solution if you have one **(for Additions/Modifications only)**
- If applicable, explain how your proposed change would have a positive impact on society and/or the environment **(for Additions/Modifications only)**
- Provide the location(s) of the correction(s) including the volume number, element, page number for changes to the Comprehensive Plan or the code section for changes to the development regulations **(for Minor Corrections only)**
- Explain how the request relates to the decision criteria in [SMC 24A.10.30](#)

- 03. Preapplication Conference Letter **(Site-Specific Land Use Map Amendment Docket Requests Only)**

## 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 complete, will be processed pursuant to [Chapter 24A.10.30 SMC](#).

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Representative Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

## DOCKET REQUEST FORM

### ADDITIONAL APPLICANT INFORMATION (IF APPLICABLE)

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### ADDITIONAL APPLICANT INFORMATION (IF APPLICABLE)

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### ADDITIONAL APPLICANT INFORMATION (IF APPLICABLE)

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## DOCKET REQUEST FORM

### ADDITIONAL APPLICANT INFORMATION (IF APPLICABLE)

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## DOCKET REQUEST FORM

### PROPERTY INFORMATION FOR SITE-SPECIFIC LAND-USE MAP AMENDMENT DOCKET REQUESTS ONLY

Property Owner: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

### PROPERTY 2 INFORMATION (IF APPLICABLE)

Property Owner: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

### PROPERTY 3 INFORMATION (IF APPLICABLE)

Property Owner: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

### PROPERTY 4 INFORMATION (IF APPLICABLE)

Property Owner: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

### PROPERTY 5 INFORMATION (IF APPLICABLE)

Property Owner: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

### PROPERTY 6 INFORMATION (IF APPLICABLE)

Property Owner: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

# DOCKET REQUEST FORM

## 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	Code or Plan Amendments & Interpretations	Docket Request

- 4 For **Site-Specific Land Use Map Amendment Docket Requests**, select either the Address button or the Parcel button and then appropriate information before hitting the blue search button.

Project Location

Address search

Search for the work location by:  Address  Parcel #  Owner Name

Parcel Number:

➔

For **Text Amendment Docket Requests**, skip the Address Search section and type "text amendment" into the Location Description box

Project Location

Address search

Search for the work location by:  Address  Parcel #  Owner Name

Parcel Number:

Location Description

If work is not associated with a Parcel, such as in the Right of Way, enter the location description:

Example: Corner of 1st and Main

➔

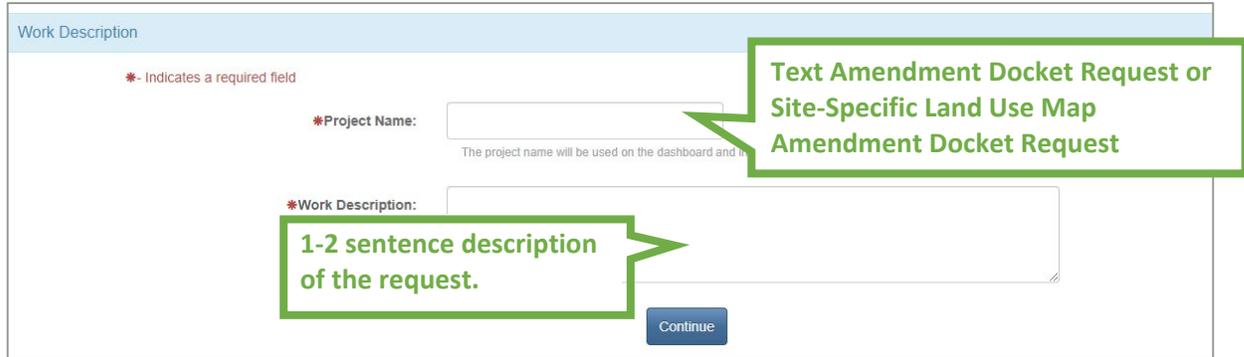
Submittal instructions continue on the next page.

# DOCKET REQUEST FORM

## ONLINE SUBMITTAL INSTRUCTIONS CONTINUED

- 5 Under Project Name, please write either “Text Amendment Docket Request” or “Site-Specific Land Use Map Amendment Docket Request”.

Under Work Description, please provide a 1-2 sentence description of your request. If you are proposing a text amendment, please indicate if the amendment is for the Comprehensive Plan or the Development Regulations.



The screenshot shows a web form titled "Work Description". At the top left, it says "\*- Indicates a required field". There are two main input fields: "Project Name:" and "Work Description:". The "Project Name:" field has a small tooltip that says "The project name will be used on the dashboard and...". A green callout box points to the "Project Name:" field with the text "Text Amendment Docket Request or Site-Specific Land Use Map Amendment Docket Request". Another green callout box points to the "Work Description:" field with the text "1-2 sentence description of the request.". At the bottom right of the form is a blue "Continue" button.

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